

**CITY OF SELMA VOLUNTEER PROGRAM
JOB DESCRIPTION**

Updated 12/06/05

- JOB TITLE:** S.A.F.E. (Selma Advocates Fire Education) Ambassador
- PURPOSE:** To assist the Fire Prevention & Education Coordinator and the SFD in their mission to create a safe community in Selma.
- DEPARTMENT:** **Selma Fire Department**
- SUPERVISOR:** Fire Prevention & Education Coordinator and the SFD Staff
- MINIMUM COMMITMENT:** Must attend group meetings and participation in one to two events a year.
- RESPONSIBILITIES:** All volunteers will be involved in sharing ideas and thoughts about the program.
- Make and deliver educational handouts and fliers publicizing the program.
 - Participate in fundraising.
 - Help organize and participate in community displays, presentations, and demonstrations. Including First Family Fridays Faires and the Raisin Festival.
 - Assist in the planning and production of events such as an open house or a smoke detector distribution.
 - Aid in translations from English to Spanish and Spanish to English.
 - Participate in writing and/or editing safety articles in Spanish (Las Noticias del Valle).
- QUALIFICATIONS:**
- 16 years or older
 - Desire to create a safe environment in the community.
 - Creativity and enthusiasm to help in the brainstorming of program ideas.
- The following qualifications depend on the level of participation;
- General public speaking skills.
 - Making contacts with community leaders and businesses.
 - Ability to write, read, and/or speak Spanish (anyone with *any* experience will be helpful and is encouraged to participate).
 - Basic proofreading skills.
- TRAINING:** Provided by the Selma Fire Department and the City of Selma
- CONTACT:** Destiny Mercado
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