



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Childcare Volunteer

What is it?

Childcare Volunteers are responsible for the temporary care of children ranging in age from 0-12yrs in a childcare setting while their parents attend classes on site.

What is expected of me?

We expect child care volunteers to enjoy working with children, have some experience in childcare, and be a positive role model through direct interaction. In order to be a childcare volunteer you will need to obtain a central registry clearance from the Department of Human Services.

Where would I be volunteering?

Childcare Volunteers come to the facility on Greenwood place where the Parenting Education classes are held once a week.

What is the commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month we would be glad to have your support.

Sounds GREAT ...where do I start?

Just give us a call at (517) 788-4239 to speak to the Volunteer Coordinator



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcan.jackson.org

Fundraising Volunteer

What is it?

The Fundraising Volunteer will be actively involved in the direct fundraising for the agency. You will be involved with the ideas, plans and implementation of events. The agency has many different fundraisers throughout the year.

What would be expected of me?

As a fundraising volunteer you would do things such as; make phone calls and speak to other community members about giving to the agency, asking for things the agency is in need of, and setting up for events that are already in place.

Where would I be Volunteering?

Mainly you would come to the Greenwood Facility, unless an event is happening, you would then know in advance of the location you would be going to. When you are involved with an event, you will sit down with the Volunteer Coordinator and you will have a full understanding of where you are needed for which event.

What is the time commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month, we would really appreciate your help!!

Sounds GREAT ...where do I start?

Just give us a call at (517) 7884239 to speak to the Volunteer Coordinator



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Maintenance Volunteer

What is it?

The Maintenance Volunteer is essential to the upkeep, appearance, and functionality of our agency.

What will I do?

Your responsibility is that of the upkeep of the agency. You would be called upon for tasks surrounding the facility and these duties could include things such as raking, snow removal, salting the walk ways, removing debris, painting, lawn mowing or even weeding. Anything that requires a handy touch.

Where will I be needed?

Your main focus would be the agency on Greenwood, but there may be times where an event will be going on and you may be asked to go there to help set up or do something of a handy nature.

What is the time commitment?

You are welcome to create a schedule that fits your lifestyle. If you volunteered a few hours a week or even a few hours a month we would appreciate any time you could give.

This sounds GREAT ...how do I sign up and get started?

Just contact us at (517) 788-4239 and speak to the Volunteer Coordinator!



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Marketing Volunteers

What is it?

Marketing Volunteers work to market the agency, its programs, and events.

What would be expected of me?

Marketing volunteers are expected to have skills in advertising. Responsibilities include sending media blasts, and helping with campaign ads to increase programming and events at the agency. In addition, marketing volunteers may be asked to attend meetings for event planning.

Where will I be needed?

Marketing volunteers, can work from our office on Greenwood Place or from your home but may travel to different locations in Jackson where event-planning meetings are held.

What is the commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month we would be glad to have your support.

Sounds GREAT ...where do I start?

Just give us a call at (517) 788-4239 to speak to the Volunteer Coordinator



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcan.jackson.org

Office Volunteers

What is it?

As a critical component to the Council for the Prevention of Child Abuse and Neglect, the Office Volunteers are the backbone of the agency. They keep the agency prepared, and keep the staff available to commit themselves to the public. The role of the volunteer is to support the staff and the daily operations of the agency.

What would be expected of me?

As an Office Volunteer, you would do things such as; answer the phone line, prepare mailings, make copies, file documents, as well as handling registrations or anything with the business part of fundraising.

Where would I be volunteering?

Mainly you would come right to the Greenwood Facility, unless an event is happening. If you are volunteering for an event you will sit down with the Volunteer Coordinator and discuss where you will be needed most, and a location will be set at that time.

What is the commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month we would be glad to have your support.

Sounds GREAT ...where do I start?

Just give us a call at (517) 788-4239 to speak to the Volunteer Coordinator



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Out Reach Volunteers

What is it?

The Out Reach Volunteer is a main component of the agency. You are the ambassador for the Council for the Prevention of Child Abuse and Neglect. Your role is that of an advocate for the children and families we serve. You will make presentations to fellow community members about what the agency does, who the agency supports in the community, what direction the agency is going and may be asked to do a presentation in conjunction with a supporting agency on the effects of child abuse and neglect. You will understand who is at risk, why and the things we as an agency and a community can do to prevent child abuse and neglect.

What would be expected of me?

As an Out Reach Volunteer, you are representing the agency and what it stands for. You would be expected to positively speak about the agency, be knowledgeable, and advocate for families in the community through the workings of the agency. You will also be able to explain the philosophies, mission and beliefs of the agency. With this position you should be comfortable with public speaking, have a positive attitude, and want to encourage people to change the way our community looks at abuse and neglect.

Where would I be volunteering?

You would go out into the community when a business or agency would like to have a presentation done. You would also represent the agency at community events such as fairs and expos. You would most likely travel in and around Jackson.

What is the commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month we would appreciate any support you would like to give.

Sound GREAT ...where do I start?

Just give us a call at (517) 788-4239



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Prison Outreach

What is it?

Prison Outreach is an opportunity to reach out to individuals in prison.

What will I do?

Prison Outreach volunteers will attend events at the prison, present to groups and spend time one on one with inmates working towards release.

Where will I be Needed?

Volunteers are needed at the prison.

What is the Time commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month we would be glad to have your support.

Sounds GREAT ...where do I start?

Just give us a call at (517) 788-4239 to speak to the Volunteer Coordinator



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Research Volunteer

What is it?

As a research volunteer, you will have the opportunity to research information to use in programs and at agency events.

What would be expected of me?

Research volunteers are responsible for finding credible (peer reviewed) sources that will assist the agency. In addition, it is important that research volunteers know how to sight their sources using a reference page, bibliography, and or in text citations. Knowledge of the APA format is preferred.

Where will I volunteer?

As a researcher, you can work from our office on Greenwood Place or from your home. The library may also be a good place to research.

What is the commitment?

You can decide where volunteering fits into your life. We welcome all time commitments and encourage you to come as often as you would like. If you would like to choose a few hours a week or even a few hours a month we would be glad to have your support.

Sounds GREAT ...where do I start?

Just give us a call at (517) 788-4239 to speak to the Volunteer Coordinator



Council for Prevention of Child Abuse & Neglect

"Our mission is to educate and strengthen our community to reduce child abuse and neglect"

606 Greenwood Place • Jackson, MI 49203

Phone (517) 788-4239 • Fax (517) 788-4685 • cpcanjackson.org

Looking for an Internship?

The Council for the Prevention of Child Abuse and Neglect is a great place to start!

As a CPCAN intern, you will have the opportunity to:

- Assist with Client intake
- Complete General Paperwork
- Event Plan
- Write Assessments
- Complete Research
- Communicate with other agencies and businesses
- Assist with Marketing/Advertising
- Work with the Parenting Education Class
- Make calls and answer the phone
- Distribute quarterly newsletters
- Work with the NPTC class (Nurturing Parent with Truancy Component)
- Record Meeting Minutes
- Complete Stewards of Children Training
- Attend training sessions like the Parenting Counts Workshop

If you love working with people and learning how to network CPCAN is the place for you. Supervision by the executive director of the agency provides opportunities and challenges that will assist you in your future career development.

Where do I start? Just give us a call at (517) 788-4239 to speak to the Volunteer Coordinator