Name of organization: Paradise Fire Department

Address: 767 Birch Street
         Paradise, CA 95969

Telephone: 872-6268

Fax: 872-4950

Contact person: Carolyn Mattingly

Title: Fire Marshal

Telephone (If different than above): 872-6268

Office Hours: 8:00 am – 5:00 pm

Purpose of business: Fire protection prevention and education

Population/ages served: Approximately 27,000

Area served: Paradise

Business expectations of students (duty/attitude description): Typing, public education presentations, computer entry, development of educational materials.

Any previous experience or qualifications required:
Computer and fire or building background or knowledge.
Good writing and public speaking skills.
Research and write seasonal press releases.

Describe any volunteer supervision: Under the supervision of the Fire Marshal or staff member.

Needs of business that students could meet (these will also be at the discretion of the instructor):

* Development of educational materials
* Entering data into the computer
* Public Safety display boards
* Research and write seasonal press releases
* Design and implement volunteer prevention program

Days/times available for volunteers: Number of students (per day or shift):
Monday, Tuesday and Wednesdays One or two
8:00 am to 12:00 pm or
1:00 pm to 5:00 pm

Minimum commitment length: 6 months

One-time event or on going: On-going
**Orientation/training requirements:** Each assignment will require training. The length will depend upon students’ background knowledge of the tasks.

**Special volunteer requirements:** Computer skills