

CAPPED, Inc. Human Resource Wish List January 2010-11

Volunteers

CAPPED Appointments

1. Canister Project Team(s)
2. Historian
3. Press Operator
4. File Magician (to tame Tresa's Office ☺)

CAPPED Committees

1. Coin Board Chair
 - a. Coin Board Distributor
 - b. Coin Board Assembly
 - c. Coin Board Press-Operator
2. Community Labyrinth Project Chair
3. Fundraising Chair
 - a. Annual Fund
 - b. Chili Cook-off
 - c. Christmas Appeal
 - d. Cottonwood Festival
 - e. Fall Festival on NY Ave.
 - f. Glass Labyrinth (coming . . .)
 - g. Otero County Fair
4. Gift Shop Chair(s)
 - a. CAPPED Building Gift Shop
 - b. Virtual Gift Shop
5. Grant Writing Chair
6. Marketing Chair – Marketing products / services through traditional media via PSA's
7. Publicity Chair – Telling the world what we are doing.
8. Remodeling Chair – Phase II & Phase III CAPPED Center for Integrative Health Promotion
9. Social Marketing Chair – Marketing products / services through social marketing system
10. Volunteer Coordinator Chair – Recruit, organize and appreciate our WONDERFUL VOLUNTEERS!
11. Web Site Chair – (Webmaster) to maintain and update www.capped.org

Lay Services

1. Gardener – tend flowers in building and garden in front
2. Grant Writer(s)
3. Handy-men / women – general repair and maintenance of building / grounds.
4. Housekeeper(s) – general cleaning and sanitizing of building.
5. **Presenters** for Community Education Programs:
 - a. Adult Community Education on Cancer – PowerPoint programs
 - b. Cooking Class Presenters
 - i. **April Cray-Rhodes – TY!**
 - ii. **Chef Robert Marrow – TY!**
 - iii. for Vegetarian Cooking (requested)
 - c. Children Community Education on Cancer
 - i. Sun Safe Programs PowerPoint Program grades 1-3 April-May (about 20 presentations annually)
 - ii. Whole Foods Nutrition Program grades 4&5 (coming . . .)
 - iii. Unhealthy Exposures Program grades 6 & 7 (coming . . .)
 - iv. Healthy Relationships Program grades 8 & 9 (coming . . .)
 - d. Managing Your Cancer Journey (coming . . .)
6. **Meditation Leader – Sharon Weaver, RN – TY!**
7. **Strumming Leader – Larry VanWinkle – TY!**
8. Videographers for short videos for social marketing on web site, Face Book, etc.
9. Web Site Engineer(s) to build & maintain www.capped.org

Professional Services

1. Commercial Contractor
 - a. Community Labyrinth Project
 - b. Phase II & III CCIH Remodeling
2. Commercial Contractor
 - a. Community Labyrinth Project
 - b. Phase II & III CCIH Remodeling
3. Draftsman
 - a. Community Labyrinth Project
 - b. Phase II & III CCIH Remodeling
4. Engineer
 - a. Community Labyrinth Project
 - b. Phase II & III CCIH Remodeling
5. Drywallers
6. Door hanger / Window framer
7. Electricians
8. Framers
9. H-VAC (Heating & Cooling)
10. Masonry Engineers
11. Painters
12. Plumbers
13. Professional Laborers