



# Criminal Justice Ministry

## Position Description

**Job Title:** Volunteer and Ministry Coordinator  
**Work Site:** 2342 LaSalle Street  
**Department:** Volunteer and Inside Ministry  
**Reports to:** Executive Director  
**Released:** August 2023

The Volunteer and Ministry Coordinator supports the mission of CJM. Volunteers are essential to the operations of CJM and the delivery of services and ministry inside jails and prisons. The Coordinator is responsible for successful volunteer and ministry programs, from defining service opportunities to recruiting, orientating, and supporting volunteers. The Coordinator works closely with corrections staff, and other community partners, to understand policies and regulations governing volunteers, to monitor programming needs and coordinate services. The Coordinator communicates with and aligns the activities of CJM volunteers with the Archdiocese, parishes, religious and lay organizations also engaged in serving the incarcerated and formerly incarcerated.

### **PRIMARY RESPONSIBILITIES**

- Oversee all aspects of a successful volunteer program, including practicum students and interns, and identify opportunities for one-time, short-term, and long-term opportunities for groups and individuals to support and enhance CJM's mission.
- Coordinate CJM volunteer programming in the four prisons, transition center, and 12 jails within the Archdioceses of St. Louis.
- Provide supervision for volunteers serving within CJM, and support for those serving inside prisons and jails.
- Understand and follow policies for creating volunteer roles, recruiting volunteers, screening, and onboarding volunteers, training staff to work with volunteers, providing ongoing support, and recognizing volunteers for their service.
- Assist volunteers to receive appropriate placement, required clearance (i.e., Volunteer in Corrections status), and opportunities for reflection.
- Maintain regular contact with jail and correctional staff, such as Institutional Volunteer Coordinators and Chaplains, to make sure regulations are followed, to monitor effectiveness of volunteer services, and to identify programming needs.
- Manage volunteer programs in a fiscally sound manner.
- Support volunteer involvement in CJM events and activities, such as SNU Christmas party, Recognition Dinner, Trivia Night, and Volunteer Appreciation events
- Keep complete paper and electronic records of volunteers, and volunteer opportunities
- Provide reports and data on the volunteer activities to CJM leadership.
- Additional responsibilities to support a successful volunteer program.

### **KNOWLEDGE & EXPERIENCE**

- A bachelor's degree or equivalent in related field is preferred
- Experience in pastoral work is preferred
- Two years' experience in a non-profit, social work or criminal justice setting is preferred
- Certified Volunteer in Corrections (VIC) or ability to become certified
- Familiar with Microsoft Word, Excel, and Outlook email. Comfortable using the internet and cloud-based programs
- Basic office management skills, detail oriented and organized

- Ability to effectively work with clients, staff, volunteers, visitors, and outside agencies

### **SKILL & ATTITUDE REQUIREMENTS**

- Passion for CJM's mission
- Willingness and ability to work inside prison and jail and meet the systems requirements
- Interpersonal relational skills and ability to successfully network with other organizations
- Respects privacy/confidentiality of clients; can build a relationship of trust
- Ability to prioritize multiple tasks and meet deadlines
- Sensitive to and acceptance of cultural diversity of clients, staff, and Board
- Strong verbal and written communication skills, and comfortable making presentations to large groups

### **WORKING CONDITIONS**

This is a professional position based in the offices of CJM.

- This position requires frequent, direct contact with staff, clients, Board, volunteers, callers/visitors, and outside agencies
- Position based in office environment, with frequent work inside correctional facilities and in the community
- Some weekend or evening work required
- Frequent use of a computer, phone, and office equipment required to perform the essential duties of the position
- Ability to travel around the City of St. Louis, the Archdiocese, and to the prisons and jails served by CJM is required

Full-time employees are eligible for a competitive benefits package that includes medical, dental, vision, employee assistance plan, and paid time off.

CJM does not discriminate in hiring and is an equal opportunity employer. This position is hired at-will.