

JOB DESCRIPTION

Office of Restorative Justice/Detention Ministry, Roman Catholic Diocese of Orange
1820 W. Orangewood Ave., #101, Orange, CA. 92868
Contact Fred LaPuzza at: 714-282-4261 or flapuzza@rcbo.org

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Approved By:

Fred LaPuzza

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POSITION TITLE: Volunteer Coordinator for Adult Facilities

FLSA STATUS: Exempt

DEPARTMENT/PROGRAM: Office of Restorative Justice/Detention Ministry (RJ/DM)

REPORTS TO: Director of RJ/DM

SUPERVISORY RESPONSIBILITY: No staff supervision. Supervises volunteers.

PRIMARY PURPOSE: Oversees day-to-day operations of Catholic volunteer services in the local adult jail facilities. Recruits, interviews, trains and schedules volunteer ministers. Communicates with volunteers to ensure they are apprised of the most current program and schedule updates. Manages restocking of program material in the jails on at least a monthly basis. Interfaces with Orange County Sheriff's Dept. and Santa Ana City Jail staff to develop and implement religious programs and schedules. Regularly meets with leaders of county-wide civic and community organizations in a collaborative effort to better assist the populations RJ/DM serves.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

1. BA degree or equivalent in social services, pastoral care, counseling, or other allied fields,
2. Ability to relate well to individuals of all ages, ethnic, economic, and social background,
3. Ability to work well with others and provide leadership in a collaborative manner,
4. Well skilled in both administrative duties and pastoral care (verified through references),
5. Must be of the Catholic faith,
6. Bilingual; English/Spanish,
7. Valid California Driver License.

DESIRED:

1. Experience working with and supervising volunteers,
2. Experience ministering to those in jail or similar populations
3. Experience in public speaking,
4. Excellent organizational and time management skills,
5. Sensitive to the needs of the marginalized population, especially with regards to those who have experienced the judicial system—offenders, ex-offenders, victims, and their families.

EQUIPMENT OPERATED:

Personal computer – Working knowledge of Microsoft Office 2010 environment (Word, Excel, Social Media, Outlook)

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DUTIES:

List in order of importance and amount of time spent performing duties.

1. Model a Catholic presence to facility security and civilian staff,
2. Work with the Director and other staff in the development of English and Spanish programming,
3. Manage and maintain computer-based spreadsheets and files,
4. Identify, interview/screen select volunteers,
5. Recruit, train, supervise, and coordinate volunteers,
6. Maintain training material updates,
7. Supervise volunteer trainings and gatherings, both formal and informal,
8. Assist volunteers in obtaining appropriate training,
9. Coordinate religious programs within the institutions such as: liturgy or Communion services, sacramental preparation programs, one-to-one visits and Bible studies,
10. Schedule and assign volunteers and clergy for jail services and trainings,
11. Interface with the authorities for entry into jails and the programs/services we provide,
12. Support restorative justice initiatives as needed,
13. Returns emails, phone calls and other correspondence in a timely manner,
14. Provide direct ministry within the adult facilities as needed,
15. Provide social service referrals to inmates, staff, and volunteers,
16. Develop programs to enhance the spiritual development of the incarcerated,
17. Perform other work-related duties as assigned,
18. Contributes to the RJ/CDM web site,
19. Attend monthly staff meetings and quarterly Sheriff's Dept. Coordinators meeting,
20. Participates in civic agency re-entry collaboratives.