

Specification for Class of

COMMUNITY INVOLVEMENT PROGRAM COORDINATOR 1

Abolished Effective June 1, 2005

Definition: In the Department of Corrections, serves as a coordinator of the department's community and citizen involvement program at a Prison or in a Region. Primary functions include conducting citizens' committee meetings, providing administrative support for community involvement programs, recruiting volunteers, maintaining records for accountability and coordinating projects that benefit the community and departmental operations.

Typical Work

Implements, and maintains a comprehensive program for volunteers in accordance with legislative requirements and agency policies and procedures;

Confers with and advises State and local agency officials on agency needs, activities and problems pertaining to volunteers; interprets agency policies and procedures pertaining to volunteers to agency management, employees, local officials and volunteers;

Assists in the development and maintenance of an agency classification plan for volunteer positions and in the development of accurate volunteer job descriptions;

Establishes and maintains effective recruiting contacts and sources including protected groups and special interest groups; recruits, interviews, and evaluates volunteer applicants; recommends applicant placement; orients new volunteers; trains existing volunteers; conducts exit interviews for regular volunteers;

Provides volunteer staff training in volunteer operations, volunteer utilization, volunteer relations, volunteer benefits and risk management;

Prepares written and oral reports and presentations; drafts procedures and guidelines;

Evaluates and recommends program proposals;

Maintains program records to ensure accountability;

Serves as agency liaison to various special interest groups and advisory councils; directs and performs internal and external public relations responsibilities, including, but not limited to: speeches, tours, media-agency liaison, and public service announcements;

Coordinates conferences or meetings, including publicity, printing, conference program planning mailings, design of flyers, and providing of technical assistance;

Meets with and assists community officials in development of community projects that can be completed by or initiated by offenders under the department's supervision; establishes contacts with elected or appointed local officials and charitable organizations; coordinates involvement or private business and governmental agencies, providing job or career planning opportunities for offenders;

Coordinates and documents donations; ensures donations are accounted for in property management system;

May supervise other subordinate staff;

Supervises inmate/offender organizational groups;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: principles and practices of volunteer administration in the public or private sector; volunteer recruitment, screening, placement, evaluation and position classification; volunteer benefits, employee/ volunteer relations, and, volunteer positions common to corrections; principles of organization and management; office methods and procedures; and training techniques and methods of effective supervision.

Ability to: interpret and apply laws, rules and agency policies and procedures; establish and maintain effective working relationships with officials, employees, offenders, volunteers and the public including special interest minority groups and communities; analyze and resolve a variety of volunteer program personnel problems; supervise technical or professional employees; and speak and write effectively.

Minimum Qualifications

A Bachelor's degree involving major study in business or public administration, social sciences, or closely allied field and two years of paid or unpaid professional experience in volunteer program administration, public information/relations, personnel administration or criminal justice.

A graduate degree involving major study in business or public administration, social sciences, or closely allied field may substitute for one year of the required experience.

Additional qualifying experience may be substituted, year for year, for education.

New class

Effective October 11, 1985