

SUPERVISOR OF VOLUNTEERS (CORRECTION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent supervises the volunteer service program of the Department of Correction. Maintains existing programs and develops new programs which utilize volunteer workers in various capacities to supplement and enhance services provided to inmates. Responsibilities include recruitment, training and scheduling of volunteers, and coordinating volunteers' efforts with those of other agencies which provide services to inmates. The position involves public contact to promote support and understanding of the department's programs and to attract members of the community willing to commit their services as correctional volunteers. General supervision is exercised over a large number of volunteer workers. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches inmate program needs and the availability of agencies and individuals to provide and staff new and expanded programs;

Contacts a variety of community groups and organizations, such as religious groups, men's and women's clubs, business and employee groups and addresses groups and individuals to interpret the work of the Department of Correction and its inmate programs and to develop interest in opportunities for volunteer service in the Department;

Confers with department administrators as to need for assignments in which volunteers may be utilized to the full advantage;

Recruits volunteers and responds to inquiries from candidates interested in volunteer service;

Interviews candidates to ascertain their aptitude and qualifications and assigns them accordingly to insure the best utilization of their services;

Plans, organizes and conducts orientation and training courses for volunteer workers, including in-service training on substance abuse;

Schedules spaces and times for volunteer programs;

Observes volunteers at work and evaluates the effectiveness of their performance, and maintains records of work performed and of evaluations;

Provides orientation for new prisoners, in order to provide them with information on available programs and services, and to classify them in terms of appropriate programs;

Plans and coordinates special entertainment and activities for inmates, involving volunteers and/or community groups;

Promotes understanding and cooperation between the volunteer staff and correctional staff;

Keeps records and maintains reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of interviewing techniques, methods of training and placement; familiarity with administrative planning and supervisory techniques; familiarity with the internal organization and functioning of a correctional facility; familiarity with community civic agencies and volunteer agencies; ability to obtain information from candidates through oral interviews, and to evaluate candidates' skills, abilities and suitability for work in a correctional environment; ability to work with and supervise others and to maintain effective working relationships with others, to include Correctional staff, community members and inmates; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or general equivalency diploma and either (a) a Bachelor's Degree* and four years of experience in a correctional facility or law enforcement agency, two of which must have involved the supervision of others; or (b) eight years of experience in a correctional facility or law enforcement agency, four of which must have been at the administrative or supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

NOTE: Volunteer experience in a correctional facility may be substituted for the above stated experience on a year for year basis to a maximum of four years. The years of required paid experience at the administrative and supervisory level are mandatory.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.