

Volunteer Position Job Descriptions – Guidance

Job Title: **Visitation Guide**

Number of openings: 14

Purpose:

JUST is seeking out volunteers who would like to support families and friends of inmates during visitation hours. We believe that by providing support to families and friends of inmates, the visitation process will be made less stressful. In addition, by communicating directly with these individuals, we can better establish the needs of an inmate's family and friends.

Location/Time: DuPage County Jail
During visitation hours - - 7 possible time slots.

Key Responsibilities:

- Be present in visitation to assist family and friends of inmates with both emotional support and additional information regarding the jail and JUST programs
- Establish a friendly relationship with family and friends of inmates
- Provide support to families and friends of inmates
- Discover the needs of families and friends of inmates in an effort to better assist them
- Work with and report to Chaplain
- Be available for emotional and spiritual needs

Qualifications:

- Recommended (but not required) prior experience working in the jail - - have an understanding of the jail's policies and procedures
- Have an outgoing personality and positive outlook
- Be willing to engage with family and friends of inmates
- Ability to work with individuals from a variety of backgrounds
- Ability to remain non-judgmental

Requirements:

- Minimum age requirement of 21
- Must submit to background check and fingerprinting.
- Must be able to follow verbal and written instructions.
- Must commit to at least one year of service, coming in at least once a week.
- Must complete volunteer orientation and attend at least one volunteer in-service each year.
- Must read and agree to follow all policies and guidelines as outlined in the JUST of DuPage Volunteer Handbook and any policies set by the DuPage County Jail.

Volunteer Position Job Descriptions – Office Work

Job Title: **Office Assistant**

Purpose:

JUST is seeking out volunteers who would like to assist in office tasks. By having office support, JUST is able to effectively run its programs and best serve the inmates' needs.

Location: DuPage County Jail

Key Responsibilities:

- Enter data
- Record class attendance
- Type court letters for inmates
- Create class lists
- Maintain e-mail contacts of supporters and volunteers

Qualifications:

- Recommended (but not required) experience using Excel and Access
- Ability to remain organized
- Ability to type accurately
- Knowledge of basic office equipment (photo-copier, fax machine).

Requirements:

- Minimum age requirement of 21
- Must submit to background check and fingerprinting.
- Must be able to follow verbal and written instructions.
- Must commit to at least one year of service, coming in at least once a week.
- Must complete volunteer orientation and attend at least one volunteer in-service each year.
- Must read and agree to follow all policies and guidelines as outlined in the JUST of DuPage Volunteer Handbook and any policies set by the DuPage County Jail.

Volunteer Position Job Descriptions – Special Events

Job Title: **Special Events Assistant**

Number of openings: 5

Purpose:

JUST is seeking out volunteers who would like to coordinate special events. By organizing special events, we can draw support and awareness for our organization and also fundraise additional money for our programs.

Key Responsibilities:

- Organize special events
- Establish contacts for special events
- Increase community awareness of JUST
- Advertise and promote special events

Qualifications:

- Ability to think creatively
- Ability to remain organized
- Willingness to use various promotional tools, including online tools such as Facebook.
- Ability to work well with a team of special event assistants
- Recommended (but not required) experience with Publisher in order to create promotional tools such as brochures and flyers

Requirements:

- Minimum age requirement of 21
- Must submit to background check and fingerprinting.
- Must be able to follow verbal and written instructions.
- Must commit to at least one year of service, coming in at least once a week.
- Must complete volunteer orientation and attend at least one volunteer in-service each year.
- Must read and agree to follow all policies and guidelines as outlined in the JUST of DuPage Volunteer Handbook and any policies set by the DuPage County Jail.