DEPARTMENT OF CORRECTIONS
CITIZEN VOLUNTEER JOB DESCRIPTION

JOB TITLE: CITIZEN VOLUNTEER: _____
(example: Worship Leader, Study Leader, Mentor, etc.)

Facility: _____ Department: _____

Frequency and Hours:

_____ Weekly _____ Monthly _____ Other: _____ Service Hours: _____

RESPONSIBILITIES:

1) Provide supervision of inmates/offenders assigned to their activity and ensure compliance with all Department rules and regulations.
2) Coordinate their activities with the supervisor and/or the staff.
3) Inform their supervisor and/or staff of any information or activity that may be a threat to the security of the institution or safety of any individual.
4) Other: (specify)
   _____
   _____
   _____
   ___
5) Other: (specify)
   _____
   _____
   _____
   ___

Job Related Skills, Education, Certification or Licensure:
_____
_____
_____
___

_____
Signature of Volunteer Date

Comments:
_____
_____

_____

_____
Supervisor Date