

POSITION DESCRIPTION Jail Programs Intern (Unpaid)

OBJECTIVE: To provide a welcoming presence and professional caring service to the public and our clients in either the Fairfax, Loudoun, or Prince William Adult Detention Center

RESPONSIBLE TO: Jail Programs Manager, Volunteer Coordinator

TIME COMMITMENT: 130 hours preferred. Maximum of 200 hours unless combined with other department. Must be available for occasional evening hours. Position available for Fall, Spring, and Summer semesters.

BASELINE QUALIFICATIONS:

- Minimum age of 18
- Non-judgmental attitude toward offenders and their family members
- No substance abuse issues within the last 2 years
- Incurred no arrests, convictions, incarceration, probation or parole within the past 4 years

PERSONAL QUALIFICATIONS:

- Ability to work with others cooperatively, be personable, and communicate well
- Teachable
- Proficient in an office environment
- Ability to function independently when given a task or multiple tasks
- Basic knowledge of Microsoft Office

KEY RESPONSIBILITIES: Jail Programs Assistant

- Complete Adult Detention Center background check and badge class
- Assist Jail Programs Manger with administrative duties, data entry, and assigned clerical tasks
- Enroll and monitor client program attendance in the Sheriff's Department database
- Read and process inmate request forms
- Assist Jail Programs Manager with processing applications for pre-release ID and document assistance
- Shadow and attend classes held in the Adult Detention Center
- Complete other duties as assigned

TRAINING: Program orientation, on the job training and coaching

VOLUNTEER AND OAR AGREEMENT:

I understand that I will be working with clients who have a criminal background and may currently be under supervision by Probation & Parole. As a volunteer, I will not divulge any personal contact information with clients. I hereby release and discharge OAR of NOVA, Inc. and any of its directors, officers, employees, partners, affiliates, agents, and successors from any and all liability or responsibility for any such accident or injury, which may arise during my participation as a volunteer. I understand and agree to comply with the position description and requirements outlined above.

DATE

PRINT NAME

SIGNATURE