



MCV - Prison Services Coordinator - Role Description

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

CORE VALUES:

- Integrity
- Community
- Restoration
- Responsibility
- Productivity
- Affirmation

PURPOSE STATEMENT:

A mission-critical volunteer is an individual who performs essential, non-compensated tasks typically integrated with staff, and is necessary for the organization's optimal functioning. The *Prison Services Coordinator* serves in a manner that represents the *Changed Choices* mission, vision and values. This individual is responsible for coordinating all individuals and materials to offer events in the prison. Staff will coordinate all details directly with prison personnel.

REPORTING RELATIONSHIPS: Reports to and works cooperatively and collaboratively with *the Director of Programs* for specific projects.

TIME INVESTMENT: Prison Services Coordinator can anticipate approximately 2 hours/week. After the initial training, there will be a combination of on-site and remote work.

MAJOR RESPONSIBILITIES:

- Prepare volunteers for classes

- Coordinate scheduling with the prisons
- Select class materials
- Train volunteers on content and teaching techniques
- Order and organize supplies and T-shirts for the visits
- Attend the majority of the programs offered in the prison.
- Create reports of each prison program for CC officials

REQUIREMENTS:

- Excellent oral and written communication skills
- Ability to engage with individuals of varying spiritual/cultural backgrounds
- Willingness to handle changing guidelines and work within the constraints of the prison system rules.
- Flexibility to handle varying assignments from week to week.
- Function with a high degree of organization and attention to detail
- Ability to take initiative and work independently
- Represent Changed Choices well to our community partners and volunteers
- Willing to learn Salesforce and Google Suite to keep information up-to-date

3/2026

