



## **MCV - Detention Center (DC) Services Admin - 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 (MCV) is an individual who performs essential, non-compensated tasks typically integrated with staff, and is necessary for the organization's optimal functioning.

The *DC Services Volunteer* serves in a manner that represents the *Changed Choices* mission, vision and values. This individual is responsible for the initiation and coordination of programs and volunteers with DC personnel in satellite locations outside of Mecklenburg County.

**REPORTING RELATIONSHIPS:** Reports to and works cooperatively and collaboratively with *the Director of Detention Center Services, DDCS*.

**TIME INVESTMENT:** The *DC Services Volunteer* can anticipate approximately 10 - 15 hours/week (includes commute time). The estimated time is dependent on the level of programming and the distance to the facility. Some work can be remote, but plan to be in person at satellite locations as needed. All necessary training will be provided.

### **MAJOR RESPONSIBILITIES:**

- Coordinate and collaborate with DDCS on ministry expansion
- Launch, coordinate and staff with volunteers, programs at satellite DC sites.

- Coordinate/track Volunteer applications, trainings and renewals
- Schedule and supervise volunteers for the site
- Maintain clear communication with volunteers regarding expectations, policies, safety protocols, and program updates
- Provide ongoing support, encouragement and care to volunteers
- Maintain a strong working relationship with DC Program and Chaplain's staff as well as Correctional staff
- Track required metrics for Programs provided at all sites.
- Growth Area: County-specific volunteers (ex. Gaston, Union)
- Other duties as assigned

### **REQUIREMENTS:**

- A heart to serve women impacted by incarceration
- Ability to be a servant leader of a team of volunteers
- Excellent oral and written communication skills
- Proficiency with MicroSoft Office and/or Google, mobile apps.
- Reliable transportation and ability to walk through detention center facilities
- Ability to pass background checks and meet detention center clearance requirements
- Flexible availability
- Ability to engage with volunteers of varying cultural backgrounds and life experiences
- 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 in all settings
- Willing to learn Salesforce to keep information up-to-date