

# PROGRAM COORDINATOR SCI-CHESTER

## Job Description

Please note that this is a contracted position and individual will be responsible for paying and filing his/her own taxes. No employee benefits are included.

This position is flexible with an overarching expectation of an average of 8 hours per week for a flat monthly fee.

Individual holding this position operates independently in executing the key responsibilities listed below. Board members are available to guide and answer procedural questions/concerns but do not participate in the day to day operations of the Thresholds program at SCI Chester. A monthly report to the Board of Directors is required.

- Maintain corps of trained Micro and Macro teachers, oversee their progress, and develop a supportive relationship with them.
- Mentor new volunteers, assuring that they meet prison security requirements and are familiar with prison personnel, policies, and procedures.
- Communicate frequently with board president/vice president and Program Manager in person/phone/email. Maintain records and paperwork.
- Assign, oversee and provide materials to the “lifers” who teach Thresholds
- Adapt the Thresholds program at SCI-Chester to accommodate opportunities for as many inmates as practical within the guidelines of graduation certificate requirements.
- Maintain frequent contact with SCI Chester staff and work to cooperatively address and resolve issues.
- Support and participate in Volunteer Training Workshops.
- Facilitate the selection of clients, arrange for initial interview, match volunteers with clients, prepare certificates, schedule Micro and Macro sessions.
- Be responsible for the coordination of exit interviews.
- Support and participate in Volunteer Training Workshops.
- Handle mail, e-mail, and telephone calls on a timely basis. Facilitate, as necessary, appropriate mailings.