

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Detention Librarian

SUMMARY OF FUNCTIONS: Obtain, process, and stock an array of literature to the inmate population at the El Paso County Jail.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Purchase soft cover books from thrift stores monthly. Currency and quantity provided by El Paso County.	Frequent
2. Process all purchased and donated books for content and contraband.	Frequent
3. Stamp and sort all purchased and donated books in the Programs library.	Frequent
4. Stock and rotate ward book carts monthly.	Frequent

OTHER JOB FUNCTIONS:

Other duties as assigned.

QUALIFICATIONS:

- Over the age of 21.
- Strong desire to help others.
- Must have strong verbal and communication skills.
- Ability to pass local and national background checks.
- Ability to complete the online CJIS Security Awareness Training.
- Complete the El Paso County Jail's orientation and probation.
- Attend Annual Volunteer Training through Programs.

LICENCES OR CERTIFICATES:

None

ORGANIZATIONAL RELATIONSHIPS:

Reports to: The Programs Manager

Supervises: None

WORKING CONDITIONS:

Work site is at the El Paso County Jail. Work performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates exists.