

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Detention Program Facilitator

SUMMARY OF FUNCTIONS: Provides a voluntary program to the inmate population at the El Paso County Jail.

ESSENTIAL JOB FUNCTIONS: **FREQUENCY**

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| 1. | Conduct weekly groups and/or guides to inmates. | Frequent |
| 2. | Facilitate services to the inmate population. | Frequent |
| 3. | Lead and teach program to the inmate population. | Frequent |
| 4. | Help provide literature and items pertaining to the program. | Frequent |

OTHER JOB FUNCTIONS:

Other duties as assigned.

QUALIFICATIONS:

- Over the age of 21.
- Strong desire to help others and commit to weekly groups and/or guides.
- 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:

Depends on the program.

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.