

**CLASS TITLE: INTERNSHIP/VOLUNTEER COORDINATOR
(CORRECTIONAL SYSTEMS)**

**Class Code: 02821300
Pay Grade: 29A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within a State Correctional System to be responsible for the establishment, administration and operation of the internship/volunteer component of the institution; to monitor and evaluate these programs on a continuing basis; to ensure program effectiveness and efficiency; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of an administrative officer with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through consultation, observation and written reports; reports to the Superintendent the conformance or compliance of the program in regards to the institution's objectives, policies, instructions, directives, court orders, professional standards and rules and regulations.

SUPERVISION EXERCISED: Plans, supervises, and evaluates all planning, supervising and evaluating all internship programs and volunteer programs, interns and volunteers; and other support staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To establish and maintain effective professional relationships with institutions of higher education in order to assist them in the creation and maintenance of effective professional internship programs in the field of correctional services.

To administer the internship program in cooperation with public and private colleges and universities and coordinate appropriate supervision of the interns while they are in placement within the institution.

To monitor and evaluate the overall program and individual programs on a continuing basis to ensure program effectiveness and efficiency.

To be responsible for identifying needs and solutions to problems in administering the internship program and the volunteer program.

To supervise volunteers in providing support services within the various components of the institutions.

To develop public relations with various community agencies to establish resources for volunteers.

To design and implement new projects as determined necessary.

To develop, implement and maintain an evaluation mechanism which would include but not be limited to the gathering of statistical data.

To develop community awareness of the volunteer program through media advertising and community public relations.

To plan, develop and deliver orientation and training sessions for volunteers and interested community agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of practices and techniques of residential rehabilitative care and the ability to apply such knowledge in the planning, development, direction, supervision, evaluation and improvement of internship and volunteer services; a working knowledge of community organization and development and the ability to establish public relations and

public information program within the community; a working knowledge of structures, goals and objectives of professional internship programs; the ability to plan, direct, coordinate, supervise and evaluate the work of interns/volunteers; the ability to prepare written reports and oral presentations; the ability to establish and maintain effective working relationships with superiors and associates, the community and public, and other public and private agencies within and outside the state; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited institution of higher learning possessing a Master's Degree in Social Work or one of the behavioral sciences or a closely related field; and

Experience: Such as may have been gained through experience in a professional social service position with responsibility for the regular supervision and coordination of professional/paraprofessional interns;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 14, 1992

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