Oklahoma Department of Corrections
Volunteer Services
Volunteer Position Descriptions

Position Title: Religious Volunteer

Position Definition: Provides, facilitates, or supervises religious activities, including religious worship, education, ceremonies, or other observances.

Examples: Preaching, teaching, leading ceremonial practices, supervising religious activities, spiritual counseling, leading singing, praying, playing musical instruments.

Knowledge/Skills/Training Required:

- Oklahoma Department of Corrections Volunteer Training
- Ability to follow policy, including the Volunteer Code of Conduct and Rules for Volunteer Service (OP-090211, Attachment A)
- Knowledge of theological or spiritual concepts relevant to their faith
- Ability to teach or communicate effectively
- Skill in the carrying out the religious activity

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Position Title: Volunteer Inmate Program Provider

Position Definition: Promotes and facilitates faith based and non-faith based programs under the supervision of local facility Chaplain.

Examples: Teaching, leading discussions, Record keeping.

Knowledge/Skills/Training Required:

- General knowledge of related programs offered through the Oklahoma Department of Corrections
- Specific knowledge of program materials being presented
- Skills in A/V equipment, if available
- Skills in general classroom management
- Ability to use the available time and space offered
- Ability to communicate effectively the course objectives and information of the program offered
- Any training certification required for program presentation

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Position Title: Volunteer Assistant Chaplain

Position Definition: Provides direct support for local facility Chaplains by providing supervision of services and program spaces, inmate orderly supervision, and religious and volunteer services in the absence of the local facility Chaplain.

Examples: Spiritual Counseling, facility religious resource person in Chaplain's absence, emergency notifications, Chaplain's office responsibilities.

Knowledge/Skills/Training Required:

- All Knowledge /Skills/Training required of Religious Volunteer and Program Provider
- General knowledge of religions represented in the Oklahoma Department of Corrections
- General knowledge
- Ability to report information accurately and concisely utilizing the facility chain of command
- Knowledge of local facility staff and current chain of command
- Skills in general office management