



Offender / Victim Ministries, Inc.

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Newton, KS 67114
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Job Description: Program Director for Prison Ministries

Position Summary: Administer all functions of OVM's Prison Ministries, including Match-2, Prison Arts, and community engagement opportunities. This position works in conjunction with the Hutchinson Correctional Facility Pastoral Care Department (HCF).

Responsibilities

- *Program Development:* Cultivate ideas for program direction and activities resonant with OVM's larger vision and mission. This will involve collaborative goal setting, planning, implementation and evaluation in collaboration with Executive Director.
- *Administration:* Perform or delegate the administrative duties necessary for smooth program operation. This involves thoroughly documenting client interactions and services provided, tracking client participation, upholding and reviewing policy and procedure, communicating with HCF regarding programs, reporting for grant requirements and renewal, establishing and maintaining methods for data collection and analysis, and regularly contributing to Board reports.
- *Inmate Engagement:* Provide direct services to inmates, including assessment and orientation to department programming and policies. Work with inmates to shape programs in a way that reflects the needs and interests of those incarcerated at HCF.
- *Volunteer Engagement:* Recruit, train, and supervise all program-specific volunteers. This involves initiating and maintaining recruiting relationships (individuals and communities), screening volunteer applicants, orienting and training new volunteers, coordinating regular in-service trainings, matching clients and volunteers, coordinating volunteer schedules, resolving problems between volunteers and clients, regularly communicating with volunteers (ex. monthly contact, visitation reminders, and special events), initiating volunteer appreciation opportunities, and evaluating volunteer performance.
- *Collaboration & Outreach:* Promote OVM and its programming by contributing to agency newsletters and presenting on Prison Ministries and/or issues related to incarceration within the community. Assist with department fundraising efforts, including some grant writing and reporting. Maximize community coordination and accountability by connecting with others on issues related to incarceration and attending community meetings.
- *Other:* Participate in other office functions as requested, such as regular staff meetings and OVM promotional events.

Work Status: Part Time (20 hours/week); flexible schedule with provisions for mandatory program staffing at Hutchinson Correctional Facility (every Tuesday evening and fourth Thursday evening), and staggered office staffing for coverage purposes.

Salary: Commensurate with experience

Reports to: Executive Director

Qualifications

- Ability to creatively navigate a highly bureaucratic environment
- Ability to easily navigate complex databases and software with minimal support
- Ability to work with people from diverse backgrounds; experience with issues of race, class, mental health, and vulnerable populations preferred
- Ability to exercise compassion and accountability with both clients and volunteers
- Demonstrate sound professional judgment and decision-making skills
- Experience leading program development
- Excellent verbal and written communication skills, public speaking experience preferred
- Strong organizational skills and attention to detail
- Strong interpersonal skills
- Commitment to restorative justice
- Willingness to work evening and daytime hours as necessary

Offender/Victim Ministries, Inc. is an Equal Opportunity employer. Applicants are considered without regard to race, color, religion, creed, national origin, age, sex, gender, marital status, sexual orientation and identity, genetic information, veteran status, citizenship, or any other factors prohibited by local, state, or federal law.