



**STATE OF OREGON  
DEPARTMENT OF CORRECTIONS  
Volunteer Program**

**Volunteer/Student Intern Position Description**

Volunteer/Student Intern Name: \_\_\_\_\_ Student Intern  Yes  No

Position Title:  A&D 12-Step Volunteer  Education Volunteer  Reentry Volunteer  
 Administrative Volunteer  Health Services Volunteer  Religious Services Volunteer  
 CTS Volunteer  Life Skills & Activities Volunteer  Victim Services Volunteer

Duties of the volunteer/student intern (check any that might apply and provide details on the lines that follow the check boxes):

- Teach an education, cognitive, or work-based class.
- Lead worship, prayer, and/or religious/spiritual study; and provide pastoral services that you are qualified to do and are approved by your endorser to do.
- Lead Native American spiritual/cultural activities.
- Lead or assist with a 12-step group.
- Supervise or assist with an activities program.
- Assist inmates with reentry into the community.
- Other: \_\_\_\_\_

Additional duties and responsibilities of volunteer/intern:

1. Provide appropriate materials needed by inmates in conjunction with participation in your volunteer/intern activity (in accordance with ODOC Rules, Policies, and Procedures).
2. Meet as needed with your ODOC Supervisor.
3. Attend training and classes as your ODOC Supervisor or the Volunteer Program requests.
4. Maintain safety, security, and order of the facility during all your volunteer/intern activities.
5. Provide participation statistics as requested by your ODOC Supervisor and take attendance.
6. Inform ODOC Supervisor or a Security Officer of ANY unusual inmate activity. This includes requests for favors, no matter how insignificant they may appear, requests for contact with inmates' families, friends, etc., requests for money or property of any type.
7. Secure prior authorization from your ODOC Supervisor before bringing any materials or equipment into the facility.
8. Inform your ODOC Supervisor or Central Control as far in advance as possible if you will be absent.
9. Request use of body alarm or radio when entering the facility, if necessary.
10. Maintain proper key control at all times.
11. Be alert and maintain control of the inmates in your class or program.
12. Adhere to all ODOC Rules/Policies/Procedures at all times.

If approved, what equipment, books, items, etc., will you need to bring into the facility as part of your volunteer work:

\_\_\_\_\_

I have read, understood, and agreed to the duties and responsibilities:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Volunteer/Student Intern Signature

**FOR OFFICIAL USE ONLY**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility: \_\_\_\_\_

Supervisor's Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Approved:  Yes  No

Has this volunteer been given permission to write to inmates?  Yes To accept phone calls from inmates?  Yes

For current or past ODOC employees and contractors, has the superintendent approved them as a volunteer?  Yes

This volunteer requires additional training (NSP Block 3) due to the level/frequency of inmate interaction or other considerations.  Yes