

## **Executive Job Announcement**

### **Correctional Program Manager I Religious and Volunteer Services**

**(Executive Service)**

**Monthly Salary \$2742 to \$4386**

**Grade 27**

**Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to 5 years. Ministry experience required.

#### **Duties:**

- Managing special projects as related in the religious and volunteer services
- Assisting with the design and implementation of new programs and assignments
- Assist in the development of Departmental policy and procedures
- Prioritize conflicting needs and handle matters expeditiously, proactively, and confidentially.
- Assist with the audit of Chaplains duties in the facilities
- Maintain files, reports, data and records for Religious & Volunteer Services
- Accompany the Director of Religious & Volunteer Services on site visits
- Assist with the training of Chaplains and volunteers on a semi-annual or annual basis
- Plans and assists with quarterly meetings with the Tennessee Community Resource Board
- Assist with the placement and supervision of 8000 plus volunteers
- Assist with placing volunteers in the areas of education, reentry, religious, clinical, medical and victim services. Work with faith-based, non-profit organizations and State Wide Steering Committee Members with Take One
- Possess excellent interpersonal skills.
- Assist with the matching of offenders with Take One
- Maintain and update the volunteer database and Take One Mentor Database
- Work with the Religious Activity Committee and prepare group accommodation requests

Please send resumes to [Deborah.d.thompson@tn.gov](mailto:Deborah.d.thompson@tn.gov) by COB on July 17, 2015.