

Thank you for your interest in opportunities for Volunteers, Interns or Professional Partners with the Connecticut Department of Correction (DOC).

Volunteers, interns & staff from correctional support organizations contribute significantly to public safety & the enrichment of recovery, restoration & re-entry services.

Citizen involvement supplements programs & helps to diversify and strengthen institutional activities. Your contribution can make a difference!

For detailed information about Correctional citizen involvement activities, please review our [Handbook for Volunteers, Interns & Professional Partners](#) which reflects the Mission and Goals of the DOC and the Volunteer Services Unit specifically. Please review the information in [The Handbook](#) very carefully. If you are approved to participate in programming, you will be required to conform to policies, procedures & guidelines described therein to maintain both program integrity and your safety & security.

For more information, please review the roles illustrated in the Directory attached, or use the internet to further explore the organization and resources of the CT/DOC at www.ct.gov/doc. When you are comfortable with making a commitment to support staff and inmate services, please take a few moments to compose a brief motivational statement describing why you want to be part of this program at the facility location you have selected.

Please mail your completed (legible) VIP Application Packet with your motivational statement to one of our designated DOC VIP Coordinators. You will find a listing of the names and addresses for our network of designated VIP Coordinators with your application packet.

Your application will be reviewed/screened for suitability by facility or parole staff. If you are recommended for approval, you will be required to participate in a Safety & Security Orientation Good Luck and Best Wishes!

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DIRECTORY OF OPPORTUNITIES

The ABC's of Corrections for VIPs Volunteers, Interns & Professional Partners

- Addiction Services;
- Basic Educational Services; and
- Chaplaincy Services.



To help you get involved, we have listed various job descriptions. If you have a particular skill or ability which is not represented in this Directory, complete attached Program Proposal form and submit to Volunteer Services Unit Supervisor Calma Frett.



ADDICTION SERVICES:

Alcoholics Anonymous (AA) and Narcotics Anonymous (NA): Qualified service providers are needed to lead Open Book, Panel & Step Meetings. Qualified sponsors, speakers & individuals with familiarity with AA or NA 12-Step Programming are encouraged to apply.

Adult Children of Alcoholics (ACOA), Ala-Teen, Cocaine Anonymous, Gamblers Anonymous, Parents Anonymous, Prisoners Anonymous & "Overcomers": Qualified service providers with experience with step-based or developmental programming are needed in most locations.

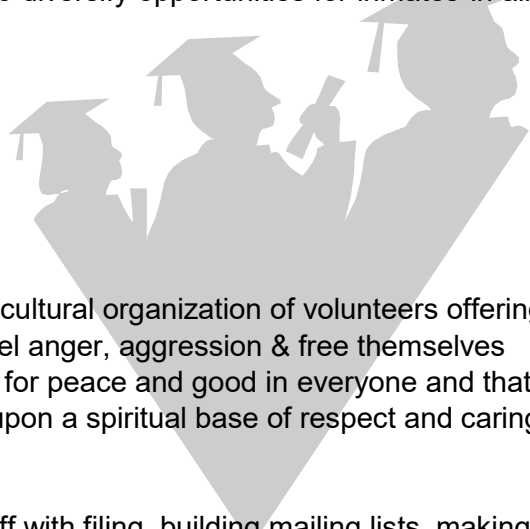
Self-Help Programs: VIPs with resources & experience in organizing and facilitating self-help activities are encouraged to offer their expertise to staff in our efforts to diversify opportunities for inmates in all institutions & centers.



BASIC EDUCATIONAL SERVICES:

Alternatives to Violence Project: The AVP Project is a multi-cultural organization of volunteers offering experiential workshops that empower individuals to re-channel anger, aggression & free themselves from violence. Volunteers must believe that there is a power for peace and good in everyone and that this power has the ability to transform violence. AVP builds upon a spiritual base of respect and caring for self and others.

Clerical/Administrative Support: VIPs may assist agency staff with filing, building mailing lists, making labels, copying documents, typing reports, conducting research, networking with local resource providers, and assisting with the screening and training process for new VIPs.



Community Services: VIPs may be needed in Parole Offices, Halfway Houses and community-based programs to help organize activities for inmates returning to the community, such as life skills, mentoring, family counseling, housing & job referrals or AA/NA fellowship.

Health Education/Disease Prevention: VIPs may help organize education & prevention support groups. Qualified students in health/medical vocational programs may apply for internships through the UCONN Correctional Managed Health Care Unit, (i.e. Residencies, Mental Health; Nursing; Diabetic Care, etc.) or through our network of facility-based Recreation Supervisors.

Hospice: Hospice trained volunteers may work with facility-based Hospice Programs at MacDougall CI (Suffield), Osborn CI (Somers) and York CI (Niantic).

Internships: Non-stipend internship opportunities are available where supervision by qualified, professional staff is available. Daytime hours preferred. Mature, dependable interns are encouraged to participate in program cross-training to assist staff with program functions.

Literacy Volunteers: VIPs who have been trained to utilize LVA's methods and materials are encouraged to mentor & support inmates functioning as 'peer tutors' in correctional school settings. LVA training can be facilitated by calling any of Connecticut's numerous affiliate organizations.

Mentors for Children of Prisoners: Qualified mentors are needed by numerous community-based agencies to support children with a parent in prison. If you are interested in becoming a mentor for children with a 70% greater risk of becoming incarcerated than kids without a parent in prison/jail call the Governor's Prevention Partnership for more information about opportunities.

Mini-Course Instructors: VIPs with an ability to teach or organize 'continuing education' activities, especially in the areas of parenting, arts & crafts, hobby clubs, business affairs or fitness/wellness are encouraged to draft a curriculum or course objectives. Such classes may be one time seminars or limited to a number of weeks, or scheduled as needed to fully cover course goals. RSVP & SCORE volunteers (retired executives) welcome.

Parenting/Family Aides: VIPs are needed to promote family awareness & parenting skills. Some may be able to assist inmate's families by helping them to learn to cope with loss of income & promote involvement in community based mentoring services. VIPs assist staff in the operation of Family Visitor Centers at Osborn CI and Niantic CI or help to strengthen or initiate Family Support Services in most facilities. Some Volunteers may be qualified for training to serve as mentors for Youthful Offenders incarcerated at MYI (boys) or York CI (girls).

PEP-People Empowering People: PEP Programs are sponsored by UCONN External or Field Programs. PEP facilitators organize volunteers to present seminars/workshops for inmates needing life-skills or information for reentry planning (e.g. family reunification, finding housing, jobs, counseling services, creating resumes, volunteer activities, recreation programs, etc.)

Prison Arts: In this role, artists introduce inmates to the value of visual arts – drawing, painting & sculpture as well as poetry, creative writing & 'expressive arts therapy'. Some inmates are 'beginners' others are highly advanced. These activities may be collaborated with the CPA Prison Arts Program or offered by unaffiliated artists or groups. Donation of quality art supplies directly to the CPA Program is welcome.

Professional Partners: Professional Partners, including Program/Service Contractors, Researchers, GED Examiners or employees of correctional support agencies, including college and university Professors may be provided a Safety & Security Orientation and facilitated for visits to multiple institutions or field components. These 'Partners' or adjunct staff are highly valued for their specialty

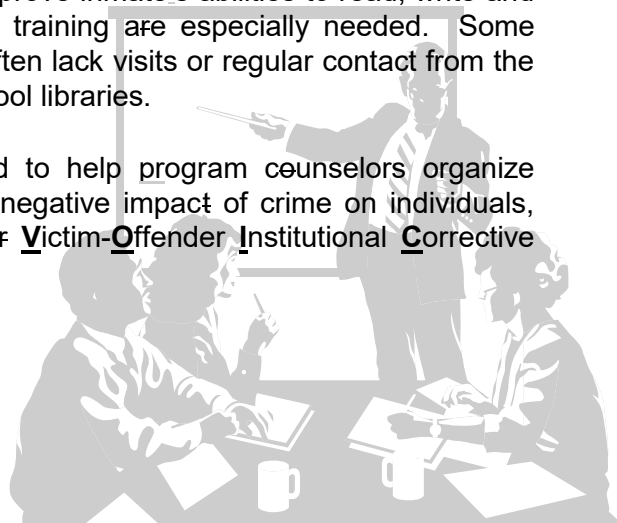
work. Being cleared as a Professional Partner by the VIP Services Unit can expedite one-to-one visits or group activities in facilities or parole units.

Recreation Specialists: If you have experience coaching or facilitating sports, aerobics, yoga, meditation or other fitness/wellness activity you may be able to assist Recreation Supervisors in building structured voluntary-elective programs for inmates. VIPs are also needed to oversee inmates with gardening, grounds beautification or green house projects. Help is also welcome to enhance inmate newsletters & to update facility visitor's kiosks. Those able to organize chess, dominos, checker & card tournaments or other passive recreational activities are also welcome.

Thresholds: Cheshire Thresholds is an all-volunteer organization which trains volunteers to teach inmates decision-making and problem-solving skills. Threshold's volunteers conduct weekend training sessions twice each year to orient new Volunteers. Program Manual or instructional resources including reentry workbooks are provided. Volunteers are asked to support three 12-week cycles or about 100hrs per year.

Tutors & School Support: Tutors and/or educational mentors may work with correctional teachers to help inmates with special challenges. Some may help-to improve inmate's abilities to read, write and learn. Those with ESL (English as a Second Language) training are especially needed. Some sponsors may work with inmates with 'special needs' who often lack visits or regular contact from the outside community. Others may be assigned to support school libraries.

VOICES/Victim Services: VIPs are occasionally needed to help program counselors organize sensitivity groups for inmates to make them aware of the negative impact of crime on individuals, families and the community. "VOICES" is an acronym for Victim-Offender Institutional Corrective Education Services.



C CHAPLAINCY SERVICES

Special Events: Groups of volunteers in organized ministries, such as KAIROS, Prison Fellowship or Emmaus support Staff Chaplains by offering inmates retreats or special services, including life-skills seminars from a faith-based perspective.

Spiritual Studies: Qualified Clergy or other Religious Leaders are invited to assist correctional Chaplains (staff) in the formation of inmate prayer groups and spiritual fellowship activities. Volunteer Clergy can help staff to enhance inmates' understanding of their faith and its traditions. A syllabus/course outline must be proposed to the Lead (staff) Chaplain for review and authorization. Include copies of any religious literature or materials recommended.

Worship Services: Ordained clergy are encouraged to volunteer to assist correctional Chaplains in the provision of Protestant, Catholic, Muslim, Jewish, Native American & other organized and appropriate services for inmates on a regular schedule.

Mentors: Mentors trained to conduct the Alpha Program or Overcomers Groups can assist Staff Chaplains by guiding inmates/parolees to develop a greater understanding of their spirit and/or the role & responsibility of exercising religious beliefs in their daily lives.