



Juvenile Justice Ministry (JJM) Letter Writing Coordinator

Job Description:

JJM letter writing coordinators will be the main liaison for letters exchanged between the youth and volunteers.

Purpose of role:

The Letter Writing Coordinator will primarily keep a record of all letters being exchanged between youth and the volunteers. They also help coordinate any written communication under the supervision of the JJM Director.

Pre-requisites:

1. A passion for the mission of JJM; to reach every incarcerated youth in North East Ohio and provide a Christ-centered, one on one relationship to each youth
2. Prior point of entry attendance (i.e. JJM See the Story Tour)
3. Excellent written grammar and an ability to communicate well.
4. Excellent telephone skills and an ability to listen well.
5. A completed volunteer application and must have completed orientation training
6. High level of integrity and accountability

Roles and Responsibilities:

1. Collects each letter from the youth or from the volunteers and keeps a working digital file of all letter correspondence
2. Monitors all written communication and keeps copies of every letter received. Copies of the letters will be kept at the YFC Office
3. Screens all written correspondence to make sure each letter follow safety protocols
4. Connects volunteers and youth with each other under the direction of the JJM Director to encourage letter writing
5. Keeps the privacy of all written correspondence between the youth and the volunteers

Length of Service:

The Letter Writing Coordinator will provide services for a pre-determined time period individually determined by JJM needs and volunteer's availability. Letter writing coordinators have the option to complete one term, renew another term, or to help other ways.