



Juvenile Justice Ministry (JJM) Volunteer Engagement Assistant

Volunteer Engagement Assistant have a passion for people and for the mission of JJM, so they can match the abilities and desires of potential volunteers with the needs of the ministry. The volunteer engagement assistant will serve for a specific time period as determined by the volunteer and the JJM Director and the JJM engagement coordinator. Volunteer engagement assistant will help the engagement coordinator with onboarding of new volunteers and communication and coordination of existing volunteers.

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. Familiar with Excel.

Roles and Responsibilities:

1. Helps JJM engagement coordinator with follow up with attendees who express interest in volunteering after a point of entry event
2. Sends email invitations to JJM events
3. Calls invitees to remind/invite to JJM events
4. Communicates prayer requests to Volunteer Prayer Coordinator

Length of Service:

The Volunteer engagement assistant will provide services for a pre-determined time period individually determined by JJM needs and volunteer's availability. Volunteer engagement assistants have the option to complete one term, renew another term, or to help other ways.