

# CHRISTIAN JOB CORPS OF GILLESPIE COUNTY

PO Box 2372  
Fredericksburg, TX 78624

830.998.6874  
www.CJCGC.org



## VOLUNTEER JOB DESCRIPTIONS

We are excited to have you as a volunteer with Christian Job Corps of Gillespie County. We provide a unique job readiness training and jail outreach that empowers participants in employment and life.

### **Connect and Direction Training Programs**

CJCGC trains women and men through a 10-week program utilizing Jobs for Life curriculum. This 10-week program equips participants to understand the dignity of work, complete a vocational plan, meet local employers, prepare for job interviews, create a professional resume and build a network in pursuit for God's plan for his/her life.

With a bible study, CJCGC uses the Bible as a textbook to help each participant to understand his/her own journey, God-given value and purpose. Materials are presented through direct instruction, in group and one-on-one discussions, by expert and community panels as well as utilizing web and community resources.

In addition to Jobs for Life curriculum, participants are trained to use common computer programs like Microsoft Office or career specific programs like QuickBooks. The experience of skilled instructors with qualified manuals allows participants the opportunity to successfully complete industry-recognized certifications. These certifications increase the marketability of participants and endorse tangible, productive skills to current and potential employers.

Each participant is matched with a mentor to provide personal accountability and encouragement. Finally, participants partake daily in a meal together and with our community of volunteers to build personal relationships and a network available to them after graduation.

Since 2017, CJCGC has successfully graduated 15 participants. One student graduated and received an increase in pay in response. Another graduate left with greater self-esteem and a job offer into a new career in insurance and has now passed her licensure exam. Two graduates came to us as recent immigrants and found a community of support and greater confidence in their use of the English language.

## *Volunteer Opportunities*

A community of resources and support around our participants is essential to their success. CJCGC volunteers are vital and utilized in a wide variety of functions.

### — Instructors

The Jobs for Life curriculum covers a broad spectrum of topics beginning with Bible study and including self-discovery, employability skills, money management, interpersonal communication, vocational planning and many more. This diverse curriculum is made even more valuable when each topic is taught by compassionate career professionals and passionate experts.

Types of Instructors:

Bible Study  
Computer Training  
Discussion Facilitation

Employability Training  
Etiquette Training  
Jobs for Life Lesson Instruction

### — Community Meal Sponsors

Three days a week for ten weeks, our interns come together with various backgrounds to learn and work together to achieve their own distinct goals. A part of CJCGC building a community of support is through the breaking of bread together, an opportunity to get to know one another socially and personally. Not only does this prove a valuable time for interns to recharge, but it is also a valuable time for volunteers to get to know our interns on a one-to-one basis.

Each meal is donated, prepared by a volunteer to encourage and nurture this social networking. Sponsors are encouraged to sit and dine with the interns, teachers, mentors and guests. Our community meal is an irreplaceable time to develop and grow the unity that many of our interns are missing.

### — Mentors

In addition to the learning of new skills and social networking with each other, our interns need individual support and accountability of a mentor. Mentors accompany and assist an assigned intern in the journey toward their goals.

Advocates for their mentee by

- identifying and connecting to needed resources
- giving voice to their needs and needs of the program
- interceding in prayer on their behalf

### Confidants through

- accepting their mentee without judgment, criticism or rejections
- actively listening to their words and actions
- modeling appropriate action and reactions to stressful situations, conflict resolution and interpersonal relationships

### Encouragers and mobilizers

- assisting with developing SMART goals
- providing a source of accountability for goals especially related to personal, spiritual, educational, vocational and other areas of life

### Help mentees through transition to

- prevent dependency/addiction to particular phases
- interpret meaning through coping and problem solving
- maintain policy and procedures of the program

Mentoring is commitment of at least 6 months. A mentor provides friendship, support, guidance, assistance and a sense of community that will help the intern complete the training and overcome employment barriers. As a part of the commitment, mentors are requested to meet with mentee weekly outside of class, attend community meal weekly and participate in any mentor meetings as well as graduation as scheduled by CJCGC.

### — Employer & Community Leaders

In support of the Jobs for Life curriculum and CJCGC instructors, leaders in our community and across industry are needed to present insight or participate in expert panels to avail knowledge and resources needed interns for success after graduation.

### Types of interactions with interns:

Community Resource Panel  
Employer Panel  
Image Consultation

Mock Interviews  
Resume Development  
Vocational Planning

## **Jail Outreach**

As a new initiative of CJCGC, volunteers meet in weekly, two-hour sessions with women and men (separate sessions) incarcerated in the Gillespie County Jail. Our outreach empowers voluntary participants to better understand him/herself as well as others in preparation for life after his/her sentence is completed. Topics covered include

temperament and understanding personalities with the use of the personality assessment Kirton Adaption-Innovation inventory. Anger management and communications curriculum are also a primary tool in practice and preparation for success after jail or if sentenced to prison.

Vocational planning and discovery is utilized to develop and inform career paths needed to achieve his/her individual goals. Participants also enjoy time to build community together through worship and discussions. Finally, the value of each participant and his/her own experiences are nurtured through each writing an autobiography.

Since February 2019, participation has averaged 10% of those in the jail (a total inmate population of 80 on average). With participants varying in level of activity with us, CJCGC has a touch with at least 20% of inmates during a 20-week period.

### *Coaches*

Several jail outreach coaches are needed weekly to mentor and encourage inmates. It is evident to all of those involved that the time coaches spend with inmates brings light into their lives, a real sense of community that distracts for daily life in jail and inspires their goals and dreams.

### **Committees**

CJCGC is working diligently to develop resources to strengthen and expand services and programs. CJCGC is also an active member of our community to meet the quality of life needs of our neighbors. With this level of activity and to achieve our mission, the talents and skills of volunteers are also needed outside of our programs.

Volunteer committees focused on operations and resource development for the organization are crucial to the long-term success of CJCGC. Committees will evolve other time, some committees are created to serve continuing needs and others for a specific, short-term purpose. In committees, the talents and skills of volunteers can be harnessed and maximized to ensure the responsiveness of CJCGC to the needs of our community.

### **Next Steps**

If you feel called to volunteer of CJCGC we are blessed to have you! Please contact a staff member to complete an application and to discuss your interests further. CJCGC staff will work diligently to plug you in where your talent and time can be best used.