



Volunteer Instructor

The Gemma Project is seeking skilled, passionate, and dedicated individuals eager to contribute to our mission of providing and promoting the national creation of gender-responsive jail reentry programming for incarcerated and formerly incarcerated women. The Gemma Project is a trauma responsive, female-led organization that centers integrity and compassion in all the services we provide. Join our team to help us to reduce recidivism, break the intergenerational cycle of incarceration, and create healthier communities.

Physical Requirements:

This position requires the ability to work within in-custody jail settings and therefore requires but is not limited to completion of Live Scan fingerprinting, and Tuberculosis testing prior to volunteering, as well as the ability to abide by all in-custody rules as it relates to attire, personal belongings, materials, conduct, and use of sensitive data.

How you'll fit in:

You'll be a great fit for our team if you are highly skilled, compassionate, and dedicated subject matter expert who is committed to transferring relevant knowledge and teaching practical skills to assist justice involved women achieve their reentry goals. The Gemma Project is seeking seasoned expert volunteers to supplement curricula in the following areas:

- ∞ Money Management, Budgeting and Financial Literacy
- ∞ Benefits access and eligibility
- ∞ Relapse Prevention, stress reduction and coping skills
- ∞ Job skills and employment readiness
- ∞ Education and vocational attainment
- ∞ Healthy eating, eating to nourish and heal the body
- ∞ Parenting
- ∞ Grief
- ∞ Community and Civic engagement and social justice
- ∞ Healthy Relationships, setting and maintaining boundaries
- ∞ Exercise and movement

- ∞ Mindfulness, meditation, and yoga
- ∞ Healing through the arts

Volunteer instructors coordinate directly with the Day Program Coordinator

What you'll do:

- In coordination with the Day Program Coordinator, develop curriculum, materials, and /or instruction in your area of expertise that will be taught within the Gemma Day Program and supplement the primary curriculum

What you'll bring:

- Passion for The Gemma Project's mission and empathy for the unique challenges facing incarcerated and formerly incarcerated women
- Commitment to positively contributing to a diverse, equitable, inclusive, and trauma responsive organizational culture through self-awareness, cultural humility, and valuing others
- Dedication to supporting and celebrating female identified individuals in their healing, development, and contributions to the community
- A reputation for a high standard of honesty, integrity, and professionalism
- Receptivity to feedback and ability to ask for and accept help
- The ability to find joy in our work, contribute to optimism, and celebrate individual and team achievements
- Exceptional skill at contributing to a safe, structured, supportive, and trauma-responsive learning environment for participants
- Strong group facilitation and management skills including the ability to maximize participation and engage individuals with different learning styles and abilities
- Strong oral communication skills, including the ability to diffuse and deescalate challenging situations, distill and present complex information in a concise, accessible way, and capability of delivering difficult information using tact and diplomacy
- Ability to successfully work in close collaboration with corrections staff and in a corrections environment
- Adaptability and flexibility to changing conditions
- Knowledge of corrections, community supervision, and community-based reentry practices and criminal justice policy
- Demonstrated ability to maintain clear professional and personal boundaries
- Bilingual/bicultural (English/Spanish) Preferred

Qualifications

- Required education, training, or equivalent experience in your subject matter area
- Knowledge of reentry needs and challenges for justice-involved women

- Experience, education, or training in trauma-responsive practices
- Experience, education, or training in issues impacting women
- Knowledge of criminal legal system procedures, policies, practices, and trends
- Demonstrated group facilitation experience
- Demonstrated curriculum development and delivery experience
- Experience managing sensitive and confidential information

How you apply:

Please email the following elements to: cynthia@thegemmaproject.org

- Cover letter describing your interest in this position and what you would contribute to The Gemma Project
- Resume
- Area of Expertise Sample: e.g. lesson plan, curriculum, supporting materials, presentation slide deck, recording of you delivering your content
- At least three references who can attest to your ability to be successful in this role

We will consider all paid and unpaid experience relative to this position, including internships, fellowships, and volunteer activities.

Compensation

The Gemma Project believes that pay equity and pay transparency advance workplace fairness. This is an essential volunteer position that is richly compensated through genuine appreciation and admiration, as well as the knowledge that the goodness and generosity we put out into the world is returned to us through the knowledge that we are contributing to a more just and equitable world.

The Gemma Project recognizes the impact human services work can have on service providers and aims to take care of our staff and those we serve by paying a living wage, providing health benefits and a retirement program, maintaining reasonable workloads and work hours, reinforcing professional boundaries, and centering professional development. We are a trauma responsive culture in which we demonstrate for those we serve that we value all people in the work we do.

Diversity, Equity, Inclusion, Belonging & Equal Employment Opportunity Statement:

The Gemma Project affirms that inequity is detrimental to our staff, our participants, and the communities we serve. Together, we unite for equity in our goal to impact lasting change through our actions. The Gemma Project is committed to equal employment opportunities regardless of any protected characteristic, including race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, or protected veteran status and will not discriminate against anyone on the basis of a disability or history of justice system involvement.

