

Corrections Correspondence Coordinator (CCC) Job Description:

(Updated December 2024)

Key Responsibilities:

1. Letter Management:

- Acknowledge and forward prisoner letters received from GSO to volunteer writers.
- Send letters and literature to inmates when appropriate to do so.

2. Volunteer Coordination:

- Recruit and manage volunteers to correspond with inmates.
- Provide updated guidelines to volunteers.
- Communicate and assist volunteers to promptly and appropriately write and send letters

3. Collaboration:

- Work with the Conference TCF Standing Committee to update and review documents annually.
- Assist with new initiatives.

4. Compliance:

- Regularly check the corrections.govt.nz website for updates on inmate correspondence processes and requirements (e.g., PRNs, correct postal addresses).

5. Reporting and Communication:

- Attend regular zoom meetings (currently bimonthly) with the TCF Standing Committee and TCF Coordinators.
- Report frequency of letters received and any other relevant information.

6. Response Handling:

- Address calls, emails, literature requests, and liaise with the TCF Chair for prison-specific needs.
- Order, package, and courier literature when needed, follow through with reimbursement documentation for postage and courier costs.

7. General Duties:

- Ensure proper handover, document updates, and smooth role transition.
- Approach work methodically and regularly (received emails to be checked and processed 2 to 3 times per week at minimum): “one day, one letter, and one volunteer at a time.

8. Term: The role is a 2 year term.