

Mike Scott
Office of the Sheriff



State of Florida
County of Lee

JOB OPENING

BUREAU: Corrections

DIVISION: Educational Services

POSITION: Corrections Associate Chaplain

HOURS: Full time (Must be flexible – weekends, nights, holidays, on call)

SALARY: \$34,031.00

JOB DESCRIPTION:

The core responsibility is to the Corrections Bureau; however, duties will require partnership and accountability to the primary Chaplain, partnership within all divisions of the Lee County Sheriff's Office, area churches, and the local community. The chaplain will provide ministry to the inmates, institutional staff and families. Duties are in five categories:

- 1. Direct ministry (Inmate visits, teaching, and preaching)**
- 2. Planning programs and events (lead, host, coordinate worship/bible studies)**
- 3. Administration (recruit, supervise, and train new volunteers)**
- 4. Community relations (developing community support)**
- 5. Other (inmate requests, data entry, documentation, death notifications, referrals to recovery centers & LCSO Civil Service Board)**

REQUIREMENTS:

- ★ Must be a legal citizen/alien resident of the United States.
- ★ Must be 18 years or older.
- ★ Must have a High School Diploma or equivalent.
- ★ Possess a valid Florida Driver's License or state issued ID Card.
- ★ Possess a Social Security Card.



"The Lee County Sheriff's Office is an Equal Opportunity Employer"

14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000

- ★ If previously a member of the Armed Forces of the United States, service and discharge must be honorable or under honorable conditions.
- ★ Be of good moral character, having no felony convictions; no misdemeanor convictions involving moral character, perjury, or false statement, as outlined in the Florida State Statute.
- ★ Be able to meet our strict drug standard.

SPECIAL REQUIREMENTS: At the minimum, must have at least four years of full time pastoral experience, possess or be in the process of acquiring ordainment and/or chaplaincy certification. Must have at least a bachelor's degree in a Pastoral degree field. Must have leadership qualities, be self-motivated, able to multi-task, and possess excellent communication and interpersonal skills. Must have an ability to supervise volunteers and minister to inmates of diverse faiths. Must be able to adjust work hours for scheduled and unexpected events, and must have basic computer skills.

APPLICATION PROCESS:

Submit a prescreen application **with resume** to Human Resources, no later than 4pm on or before the closing date of the position.

NOTICE: All conditions of this job posting are subject to the Sheriff's Discretion. The Sheriff's Office is an equal opportunity employer with Veterans Preference.