

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. CORPCDRAB77R

**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> DOC-ALGER MAX SECURITY CORRECT
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Correctional Facilities Administration
<b>4. Civil Service Position Code Description</b> CORRECTIONS PROGRAM COORD-A	<b>10. Division</b> ALGER CORRECTIONAL FACILITY
<b>5. Working Title (What the agency calls the position)</b> Corrections Program Coordinator	<b>11. Section</b> Program Services
<b>6. Name and Position Code Description of Direct Supervisor</b> VACANT; ASSISTANT DEPUTY WARDEN-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; STATE DEPUTY WARDEN-1	<b>13. Work Location (City and Address)/Hours of Work</b> N6141 INDUSTRIAL PARK DRIVE, MUNISING, MI 49862 / Monday - Friday 0800-1630

**14. General Summary of Function/Purpose of Position**

The position functions at the advanced level functioning as the recognized resource and is primarily responsible to provide activities to reduce idleness, relieve tension, foster physical and mental health, enhance self esteem, develop social skills, while providing security of the institution. Assist with program needs as determined by the administration. Compliance with policies, procedures, DOM's, Administrative Rules and administrative expectations for delivery of such programs and other assignments. Coordinates all prisoner activity programs, screening and interviewing prisoner's participation in program activities. Assist with substance abuse. This position is the recognized resource and sole Special Activities Director for the facility.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 50**

Develops and Coordinates activity programs including craft activities, special activities, leisure activities, and prisoner groups, associations, and organizations approved by the facility's administration. Coordinate hobby craft activities.

**Individual tasks related to the duty:**

- Performs as authority for special activities at this facility.
- Ensure appropriate safety and security.
- Prepare prisoner callouts and/or details for same activities.
- Supervise prisoner workers for the maintenance and distribution of activity and leisure time equipment.
- Screen and interview prisoners requesting participation in programs and groups.
- Evaluates proposals from prospective groups, detailing why they should or should not be approved.
- Obtain custody clearance for all outside guests that work with the groups.
- Directs prisoners in organized Department of Corrections programs.
- Plan and develop special activities and contests for prisoner holiday events.
- Schedules meetings of prisoner groups and provides proper supervision of such meetings.
- Provide instruction and training in activities/programs.
- Monitor prisoner behavior.
- Assist others staff as directed by supervisor.
- Respond to prisoner correspondence
- Respond to prisoner grievances

**Duty 2**

**General Summary:**

**Percentage: 30**

Maintenance of records, prepare reports and correspondence related to the activities program area as directed by supervisor.

**Individual tasks related to the duty:**

- Maintain attendance records of all prisoner participants.
- Prepare assigned monthly program reports.
- Maintain prisoner payroll records.
- Inventories and requisitions arts, crafts, and a variety of supplies and equipment for the programs.
- Prepare maintenance repair requests.
- Update rules and OP's relevant to areas of responsibilities.
- Maintain Self-Audit files for the program activities area.
- Administers first aid, when necessary.
- Performs related work as assigned.
- Assist other program staff in their absence.
- Participate in required training.

**Duty 3**

**General Summary:**

**Percentage: 20**

Oversees and coordinates outside personnel from community agencies or educational institutions who may be conducting substance abuse programming in the institution.

**Individual tasks related to the duty:**

- Reviews and screens prisoners for participation in institutional substance abuse and/or self-help programs.
- Conducts group/individual counseling for identified substance abusers.
- Evaluates and refers prisoners for possible community substance abuse programs.
- Monitors the substance abuse rehabilitation program in the designated facility.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Assign work duties to prisoner employees. Decisions as to prisoner eligibility for participation in program activities. Select program equipment beneficial to prisoners and the institution, while maintaining sound safety and security practices.

**17. Describe the types of decisions that require the supervisor's review.**

Work schedule assignments. Participation in selected training programs. Interpretation as applies to job duties. Initiates new programs/cancellation of established programs/changes in posted rules.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Transport equipment/materials occasionally. Participation of the proper techniques for activities as needed. Demonstration of contest events periodically. Possible blood borne and airborne exposures. Physical violent nature of some prisoners ongoing. Exposure to weather conditions walking from building to building.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Ability to coordinate and oversee program activities. Ability to assist in substance abuse groups and training. Ability and knowledge to set up activity programs. Adequate computer experience to generate prisoner details and callouts. Ability to coordinate and perform as sole authority of activities of this facility.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No changes- updating the PD into PARIS as part of the hire process, not currently showing in PARIS. The employee will be functioning as a recognized resource for Activities.

25. What is the function of the work area and how does this position fit into that function?

The general function/purpose of this position is functioning as the recognized resource to provide activities to reduce idleness, relieve tension, foster physical and mental health, enhance self esteem, develop social skills, while providing security of the institution. Assist with program needs as determined by the administration. Compliance with policies, procedures, DOM's, Administrative Rules and administrative expectations for delivery of such programs and other assignments. Coordinates all prisoner activity programs, screening and interviewing prisoner's participation in program activities. Assist with substance abuse. This position is the recognized resource and sole Special Activities Director for the facility.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

**EXPERIENCE:**

**Corrections Program Coordinator 12**

Three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator P11, Prison Counselor P11, or Parole/Probation Officer P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to organize and coordinate activities in a prison setting. Ability to work and communicate effectively with others. Ability to maintain favorable public relations. Ability to provide guidance and direction in activities. Ability to interpret and apply laws, rules, and regulations relative to the work.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Be trained in CPR and First Aid.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

NA

***I certify that the entries on these pages are accurate and complete.***

MARLA POMEROY

1/30/2026

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date