

THE NATIONAL INFORMATION CENTER ON VOLUNTEERS IN COURTS

Boulder, Colorado

NATIONAL REGISTER

of

VOLUNTEER JOBS IN COURT SETTINGS - 1967

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(Second Printing, 1969)

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March, 1969. The National Information Center on Volunteers in Courts, Boulder County Juvenile Court, Hall of Justice, Boulder Colorado, 80302, under the sponsorship of the Foundation For Voluntary Service, and the Office of Juvenile Delinquency and Youth Development.

SECTION I: INTRODUCTION

- A. Background: At present, about a hundred juvenile and young adult misdemeanant Courts, make substantial, organized use of volunteers to provide Court probation services. An estimated ten thousand volunteers are involved in a wide variety of job categories ranging from routine to responsible, through all degrees of direct contact with probationers or lack of it. Approximately 150 distinct Court volunteer job titles exist nationally, overlapping enough so they can be formed into about twenty major categories of contribution.
- B. Purpose of This Register: The movement has grown rapidly; in 1960 there were only three or four volunteer Courts; thirty-five or forty have begun in the past year alone. A parallel proliferation has occurred in the variety of volunteer jobs, and there has been little time to sit back and take stock of the national picture to see what can be learned from it.

Accordingly, this register aims to list and describe briefly all Court volunteer jobs now known, anywhere in the United States or Canada. Occasional reference is made to related services for offenders under detention and on parole, preventatively or for dependent and neglected children, etc. However, the predominant emphasis remains on Court-associated probation services for juvenile and young adult misdemeanor offenders. It is hoped that others will attempt reasonably complete coverage of these other areas; we have not done so.

Within the above framework, this register is designed to serve:

- (1) As a source of ideas for establishing new volunteer programs or extending current ones.
- (2) As some basis for confidence in the ability of volunteers to perform the specified range of jobs or any one of them, in the sense that such-and-such a function has actually been carried out by volunteers in at least one Court, several Courts, or many Courts.
- (3) As a core around which Courts will develop more detailed volunteer job descriptions, for the use of program supervisors in recruiting, selecting, orienting and supervising volunteers.
- (4) As general reference material, for research and review in this area.

These features, especially the first three, are designed for established volunteer Courts, in the expansion of their programs, but just as much for Courts only considering or planning their venture into volunteerism.

C. Source of Information and Limitations

- (1) Sources of information were:
 - (a) Printed descriptions of volunteer jobs in annual reports, special releases on volunteer programs, etc.
 - (b) In some cases, Courts were asked to review, modify, and

- amplify the descriptions abstracted from these reports.*
- (c) Face-to-face discussion with program supervisors, especially at the Workshop Conference of Volunteer Courts, in Boulder, May, 1967.
- (2) Limitations: The jobs to be described have grown up in a way to satisfy the pressing needs of everyday Court operations and experience. Not surprisingly, they do not equally satisfy the needs of the logician. Job categories overlap; one volunteer may handle several job functions and a given function may be part of several different job titles. In many cases, jobs are performed informally, without benefit of any formal job title - the Judge may simply ask a friend: "Will you do this for us?" The important thing is that the job gets done at all; official categorizing and description has been a luxury.

The same applies to detailed job descriptions. Few of us have had the time to write them. Even if we had the time, most of the jobs are still in process of development, and tend to change out from under a written description, as soon as it is written.

It is therefore impossible to do full justice to those jobs. Information is uneven, always more scanty than one would wish, and enough only to give the basic idea.

However, since each job description identifies the Court(s) at which the job has existed; these Courts can be written to for further information. Their addresses are listed in the "Court Index" at the end of this register.

D. Organization of Information

- (1) By Individual Job Title: The "Job Index" at the end of this register lists individual job titles alphabetically, with page number.

Each Job Description contains the following information:

- (a) Job Title: Usually this is the title used by the Court, but where no such title is available, a descriptive title has been supplied, noting that it is our title, not the Court's.
- (b) Job: A brief description of what the volunteer is expected to do, with some indication of the purpose of the program.
- (c) Time: Where available, and usually in approximation, the number of work hours required of the volunteer, per week or month.
- (d) Qualifications and Training: As known, the desirable or necessary qualifications for the job, and special training

* We are particularly indebted to the following agencies for taking time from their busy schedules to do this: Courts at Holyoke, Massachusetts; Lincoln, Nebraska; Philadelphia, Pennsylvania; Royal Oak, Michigan; and Washington, D. C. (Friends of the Juvenile Court); the Cook County, Illinois, Division of Child Welfare; and the Training Center for Community Programs at the University of Minnesota.

involved, if any.

- (e) Status: The length of time the job has existed; the number of volunteers who have filled it, if known; identification of the Courts which have employed volunteers in this role.

The following information is not given, because at present it is imperfectly known, or too complex:

- (a) Who supervises the volunteer? As a rule, this is a regular paid staff person, either the supervisor of volunteer programs, or an individual regular staff probation officer, social worker, etc., or sometimes another volunteer. Usually it is some combination of these.
- (b) How much supervisory time is necessary per hour of volunteer contribution? This is almost totally unknown at present. It probably depends a great deal on the nature of the job, the competence and experience of the volunteer, etc. A rough approximation, computed on Boulder volunteers, estimates that one hour of staff supervisory time is required for every 15-25 hours of contributed volunteer service.*
- (c) Evaluative statements have been avoided on the whole because, again, we don't know yet, which volunteer jobs are more important or effective, produce more with less drain on Court resources of supervision and support.
- (2) By more general job categories: There is always some subjectivity and overlap, when one places individual job titles within more general categories. On the whole it is warranted and meaningful, however. The general job categories used in this register have been listed previously in the index to this register. Relevant individual job titles are described alphabetically within each of these categories.

We hope this preliminary register will be a starting point for future editions in which more detail can be provided. More complete job descriptions will always be welcomed for incorporation into the register. Please address: Boulder County Juvenile Court, District Court, Division C, Hall of Justice, Boulder, Colorado.

* However, particularly in Municipal Courts, the "regular staff" itself is largely volunteer or quasi-volunteer (only partly paid). Juvenile, District, and Superior jurisdictions are more likely to have regular professional staff preceding the advent of volunteers, and supervising them.

1969 - THE SECOND PRINTING

Fifteen months after first printing, the number of Volunteer Courts has increased three-fold, to at least 300, while the number of Court volunteer jobs remains essentially the same. We have more people doing the same things rather than more people doing new things. The tree is taller and thicker but it has no new branches. Section S cites a few fresh job ideas as of 1969 but the general trend is concentration on the categories we knew in 1967. Indeed, the properties of Court volunteers working on "one-to-one assignment to probationers" (section L) is, if anything, much greater than we recognized it to be in 1967. Just a few variations on that theme -- "Sponsor", "Volunteer Probation Counselor (or officer)" and one may well account for two-thirds of the (estimated) 25,000 Court volunteers at work today. Parenthetically, the pattern of volunteer involvement differs markedly in correctional institutions, where "recreation and religion" accounts for over 50%; sponsorship-type jobs only 10 to 15%.*

For the probation volunteer, the job descriptions of 1967 have virtually identical pertinence today, and are essentially unchanged in this second printing. Use of the Section II job descriptions should, however, take the following new considerations into account:

(1) Status

- (a) Once existing, volunteer jobs are rarely phased out nationally. Therefore, the reader may add fifteen months to the length of time a particular job has existed, that being the time elapsed between first and second printings of this register.
- (b) In 1969 a particular volunteer court job is more likely to exist at several or many Courts, rather than only one or two. The National Information Center will often know the new Courts, if such information is necessary.

(2) More Intensive Job Descriptive Information

Rather than lengthen job descriptions within the context of this already lengthy register, the National Information Center has prepared more intensive treatments on a few of the more important general job categories of Section II. Each of these publications are obtainable from the Center for a moderate cost-defraying fee, with the one exception noted.

* See Stubblefield and Zlotshewer's paper, "An Overview of the Volunteer in Correctional Facilities", available in limited supply from the Joint Commission on Correctional Manpower and Training, 1522 "K" Street N.W., Washington, D. C., 20005.

<u>1967 Register Category</u>	<u>More Intensive Reference, Currently Available</u>
C. Coordinator, Administrator of Programs	Main Manual*, Chapter 8, & 11
E. Finance, Facilities, Materials	Main Manual*, Chapter 10
F. Foster Parents (Groups and Individual)	"The Attention Homes of Boulder Colorado"*** "A Home Away From Home, Community Volunteers Empty the Jail"***
G. Group Guidance Work	"Community Volunteers as Discussion Group Leaders for Juvenile Probationers"***
H. Information on Probationers	"Probationer Diagnosis without Money: The Use of Professional and Non-Professional volunteers in a Court Testing Program"***
L. One-To-One Assignment to Probationers	"A Volunteer Probation Officer Manual"***
N. Public Relations, Community Education	Main Manual*, Chapter 9
O. Record-Keeping, Data Analysis	Main Manual*, Chapter 8 & 7
Q. Tutor, Educational Aide	"Volunteer Tutors in Court Probation Programs"***

In general a far more complete index of readings and of Courts (Section IV) is recently available as "Volunteer Courts in America: The End of a Decade"***

* "Using Volunteers in Court Settings", by Scheier and Goter, JD Publication Number 477, available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402

** Obtainable for a moderate fee from the National Information Center on Volunteers in Courts, c/o Boulder County Juvenile Court, Hall of Justice, Division C, Boulder, Colorado 80302

SECTION II

JOB DESCRIPTIONS BY GENERAL CATEGORY

A. ADVISORY COUNCIL MEMBER

Related Categories: "Public Relations", "Finance".

Introduction, Definition: This category includes several functions, frequently combined in a single council, even though the people who can serve one function best cannot always serve other functions best. Some Council purposes are: (1) advice on current or new Court programs, a "think-tank" source of ideas from potential target groups such as teenagers, or experienced community people; (2) sounding board for community reactions to Court policies and programs; (3) a channel for getting the Court's message to the community, and mobilizing their support;* (4) assistance, including expert assistance, in deciding and implementing Court policies and programs, including fund-raising, securing facilities and materials, recruiting volunteers, etc.; (5) coordination among staff and volunteers themselves; and (6) actual disposition of juvenile cases.

The role occasionally extends beyond advice and support to actual policy decision. It can be focussed or broad; e.g. library board vs. general adult advisory council. Almost always it does not involve significant direct contact with probationers. The size of these groups tends to vary between 5 and 20.

The councils described below are only examples of many other Court volunteer councils known to exist in this numerous category of volunteers.

ADULT ADVISORY COUNCIL

Job: A selection of leading citizens representing all geographical areas of the Court's jurisdiction. Purpose is to dig into Court programs, as a group and as individuals, then offer advice, criticism and comment to the Court, by no means as a "rubber stamp" outfit. It is further hoped that support in the community for Court programs, will develop through this body.

Time: Varies, but a minimum of a few hours a month is desirable.

Qualifications: Not probationer-contact work. Leading citizens, interested enough to put in time. It is expected they will become more conversant with Court philosophy and approach, as Council work progresses.

Status: Has existed in Boulder for several months; similar bodies exist in at least several other Courts.

*This may actually be a "pressure group", see LAMP LIGHTERS in Section J.

HIGH SCHOOL ADVISORY COUNCIL

Job: High School Advisory Council Members meet regularly in order to (1) represent to the Court, the views of teenagers on its programs and approaches; (2) carry back to the schools, the Court's "preventative message"; (3) occasionally, too, these teenagers become involved in other Court volunteer programs. Unlike "Juvenile Jury", however, these teenagers do not advise the Judge on actual disposition of individual cases.

Time: At least several hours monthly.

Qualifications: Non-probationer teenager in good standing at his high school. May be a school leader, but broad representation of local high schools' status, ethnicity, locations, etc. should be considered. Present experience is that such a council requires a fair amount of Court organization, direction for successful operation.

Status: Existed in Boulder for about 18 months. Not presently active. Seems to need a great deal of Court guidance and organizational support. In New York City, college students of Columbia Citizenship Council are planning to participate in a similar advisory way, in New York City Courts.

JUVENILE CONFERENCE COMMITTEEMAN VOLUNTEER COURT REFEREES; JUVENILE JURY

Job: These committees of educated-laymen volunteers have been set up statewide, "...to look into and deal with complaints of misbehavior which are technical acts of delinquency but which, in the opinion of the Juvenile and Domestic Relations Court, are not serious enough to need a formal hearing and an adjudication." Thus, this appears to be a relatively informal preventative program in which the volunteer committeemen function as some combination of investigator, Judge, and jury.

Time: Unknown. Probably at least 5-10 hours a month for an active committeeman.

Qualifications: Educated layman, interest and commitment.

Status: Has existed in New Jersey since 1960, statewide by statute, though recently the program has been undergoing reorganization. A similar program, begun about 1955 in Altadena, California, has been out of existence some ten years, and Tulsa County, Oklahoma, has been cited as having such a program as late as 1965. Similar functions seem to be served individually by Court-appointed referees, e.g. a program which existed with 40 volunteers, at least until recently, in Tucson, Arizona. The Juvenile Jury which exists in a number of Courts, is similar in concept, though typically more advisory than decision-making, and involving teenagers rather than adults.

Note: See "Lay Panels in Juvenile Court Proceedings", by Fred W. Woodson, in the December, 1965, issue of the American Bar Association Journal, pp. 1141-1144.

SPECIAL DIRECTING BOARDS

Job: Member of a Board of Directors of a single Court program or Facility, as advisors, often, too, as policy makers, and implementers via fund-raising, etc. Usually, regular Court staff is represented along with the volunteers.

Time: At least a few hours monthly or weekly.

Qualifications: Leading citizens and/or people with some expertise or experience in the area with which the board is concerned.

Status: The Skipworth Home Library Board of Lane County, Oregon, is one example; another is Boulder's Attention Home (group foster home) board of directors, and also the "Teen-Aid" program of Philadelphia, Pennsylvania. There are undoubtedly many others.

VOLUNTEER COORDINATING COUNCIL

Job: Composed of leading volunteers - at least one from each of various Court programs, this working group is designed to coordinate and exchange information among these programs; bring to light and suggest solutions to program problem areas. Typically, each volunteer chairman gives a brief report on his program's activities during the past month, with subsequent discussion.

Regular staff, including volunteer program supervisors, participate in the discussions and have primary responsibility for implementing the Council's decision, with assistance from the volunteer leaders themselves, and a specially appointed Volunteer Coordinating Council Chairman (see "Coordinator" category).

Time: A few hours monthly, but members also have other volunteer duties in the programs they represent.

Qualifications: Experienced volunteer in a given program area, with leadership qualities.

Status: Boulder's Council has met monthly for the past year. Dade County, Florida's Council began meeting in September, 1967, and there are probably quite a few differently-titled but similar versions of this kind of Court Council in existence, in Royal Oak, Lane County, and elsewhere, (see Lane County "Budget Committee").

B. ARTS AND CRAFTS, HOME SKILLS, RECREATION

Related Categories: Employment, Tutor

Introduction, Definition: In terms of number of participating volunteers, this is one of the top two or three volunteer categories. Virtually every Court has some volunteer services of this type, often quite informally, without any special job title.

The service may be rendered occasionally or regularly, by individuals or groups, to individual probationers or (more often) to small groups of probationers. Frequently, the activity takes place in an institution - detention center, diagnostic center, group foster home - but it also occurs in non-institutional settings. It is a relatively structured service, usually supervised by regular staff in a controlled setting, and not spreading beyond the allocated time period or particular activity, to broader counseling relationships - though it may do so. Typically, qualifications needed are some skill in the activity involved, ability to teach this skill, and ability to work with and control the probationers.

The purpose is to occupy the probationer's time with constructive and useful learning, and/or a pleasant and warm recreational experience. Beyond this, the skills taught may be put to immediate use. For example, sewing classes may repair clothes for probationers' use; as girls learn about grooming, they will be able to apply this better to improving their own appearance.

Just about every imaginable service of this type is being provided by volunteers in some Court or other. Some of these are listed alphabetically below (they overlap each other somewhat, of course). This is followed by brief descriptions of a few representative volunteer jobs which combine these activities in various ways.

Some Arts and Crafts, Home Skills, and Recreational Services
Currently Rendered by Volunteers

Art	Home Economics
Arts and Crafts	Home Skills
Auto Mechanics	Hygiene
Baking	Ironing
Camping	Knitting
Carpentry	Music
Charm School, Beauty Culture	Physical Education
Cooking	Recreation
Cosmetics, Toiletries, Facial Care, Deodorants	Sewing, Mending
Dancing	Singing
Driving (automobile)	Sports
Electrical Skills	Tours (Vocational, educational, cultural, museum, theatre, sports events; see also "Transportation")
Games	Woodworking
Grooming Services, Good Dress	Upholstering
Hairdressing	
Hiking, Climbing	

Some Volunteer Titles and Categories in This Area

Arts and Crafts, Knitting, Mending: Individuals who have been professionally trained in such activities, who have an ardent interest and have pursued these subjects as hobbies, avocations, or vocations, hold regularly scheduled classes of small groups of offenders. They may also meet on a regular basis with other volunteers, to provide some services directly by repairing and altering clothing, making new clothes (see also Materials, Clothing).

Exists in Dade County, Florida, Juvenile Court; Lincoln, Nebraska; Boulder, and a number of other Courts.

Driving Instruction, Driver School: Royal Oak and probably a few other Courts, have this, without extra expense to the Court.

Diagnostic Home Volunteer: Participation where needed, includes recreation, sewing, art, music, etc. for girls residing temporarily in a diagnostic testing center. The same is done by a House of Detention volunteer in that facility. Both jobs exist in Philadelphia (Teen-Aid).

Entertainment and Parties: Directing group games, singing, dancing, music; give parties for children. May use own resources to do so, e.g. food, equipment. Done regularly or only for special holidays. Dade County; Lincoln, Nebraska; Lane County, etc.

Grooming Services may include volunteer services provided by organizations or individuals for girl or boy probationers such as: charm school, hairdressing instruction and service, weekly hair cuts for boys, facial care and cosmetics, toiletries, use of deodorants, general grooming and dress. Professionally certificated and licensed cosmeticians, barbers, and others professionally engaged (or retired from active businesses) in the local community, may conduct regularly scheduled classes for boys and girls in small or medium-sized groups.

Exists in Denver Juvenile Court; Dade County; Lincoln, Nebraska, etc.

Home Skills: A group of selected girl juvenile offenders, age 13-17, meets as a group every other Saturday with three or four community women volunteers who strive to promote a feeling of warmth and friendship, help with problems, and teach skills such as sewing, ironing, cooking, physical hygiene, grooming. They cook a balanced meal together. Exists in Cincinnati, Ohio (Teen Training), with similar Home Economics activity by some Indianapolis, Indiana volunteers, and in a number of Courts.

The Occasional Service Volunteer or Volunteer Group plans with staff members, special activities, such as theatre parties, museum trips and other events of a cultural and educational nature. One month advance notice of a planned activity with staff approval, is required. This Cook County Department of Child Welfare program also gives volunteers an opportunity to assist the Court in fund-raising for desirable children's services not within the department's regular budget.

Recreational activity volunteers lead or supervise children in games or sports. Exists at Junior Village, Washington, D. C., and probably a number of Courts. Teen-Aid, Philadelphia, has a volunteer category which sounds similar but broader: Recreation, Scholarship Vocation.

The Special Skills Volunteer teaches children sewing, cooking, wood-working, carpentry, electrical work, or beauty culture. Special Skills volunteers also edit the Newsletter, Handbook and do other publicity work. (See Public Relations) Junior Village, Washington, D. C. and probably similar positions at a number of volunteer Courts.

Skipworth Home Volunteers work in this detention facility teaching the children sewing, cooking and baking, grooming, woodworking, arts and crafts, sports and games. Volunteers are reimbursed for expenses involved. About 26 University of Oregon students presently participate in these programs at Lane County, Oregon.

Note: Special Program Aide (Public Relations) and a number of other volunteer jobs, especially of the one-to-one variety, naturally involve some arts and crafts and recreational services, even though their main emphasis lies elsewhere.

C. COORDINATOR, ADMINISTRATOR OR PROGRAMS

Related Categories: Office Work, Advisory Council Member

Introduction, Definition: Volunteers add to the total services offered by a Court probation department, but in so doing they also create a certain amount of extra work: the coordination and administration of programs for an enlarged staff. The fact that almost all volunteers are part-time workers, tends if anything to exacerbate communication and coordination problems.

The category grades off in several directions; to "office work", which often involves the more routine aspects of administration, such as record-keeping; to "advisory councils", which sometimes touch upon administrative policy decisions. However, the present category's emphasis is on implementation rather than policy, though some of the latter sometimes gets involved.

This is not too frequent as a purely volunteer category. People tend to prefer direct probationer-contact work as an outlet for unpaid services: if they're skilled administrators, they tend to be getting paid for it somewhere. Also, most of these positions are time-consuming, requiring on-the-spot continuity in their performance, over 10-40 hours per week - and most volunteers can't afford this much time. For these reasons, and especially as volunteer programs grow larger, the position tends to evolve towards a partly paid, quasi-volunteer one, (Royal Oak) or full-time, fully paid* (Lane County, Oregon; Dade

*However, former volunteers fill these paid positions in a surprising number of cases.

County Juvenile Court; Junior Village and Friends of the Juvenile Court, both in Washington, D. C.) Sometimes, too, the position is filled part- or full-time by paid professional probation officers (Boulder, Lincoln, etc.)

It is a complex area. For one thing the nature of the program and the amount of authority commonly conceded to volunteers, strongly affects the nature of the position. In a few cases, however, volunteers are used to administer programs in which volunteers are not otherwise involved, e.g. "Work Program" and "Checking and Enforcement of Court Orders", (both in Section B' below). A review of the whole area of administration of volunteer programs will be part of the "Volunteer Courts Manual" to be published in 1968 by the Office of Juvenile Delinquency and Youth Development, United States Department of Health, Education and Welfare.

For purposes of overview here, we shall first present two more general program-administration positions, then a sampling of some of the special single-program-oriented ones (which, in some cases, an overall coordinator encompasses).

A'. GENERAL CATEGORIES
ADMINISTRATIVE VOLUNTEER, ADMINISTRATIVE ASSISTANT

Job and Status: This may be for a single program or for general administrative duties related to any and all programs. The title tends to refer to the more routine paperwork aspects of administration: keeping files and records, sending around notices of meetings, some letter-writing and telephoning, etc., grading into the "Office Work" category. The titles used here are from Junior Village and Boulder, but this type of volunteer or quasi-volunteer exists in many Courts, as indicated by the listing of single-program-oriented administrative positions in Section B' below.

Time: Varies. To be worthwhile to the Court, should probably be at least five hours weekly.

Qualifications: The usual expected in an administrative support position, plus willingness to commit a reasonable amount of time on a regular and continuing basis. Good knowledge of Court programs is desirable.

COORDINATOR-ADMINISTRATOR OF VOLUNTEER PROGRAMS

Job: Similar to Administrative Volunteer above, but meant to refer to a somewhat more responsible level. The Coordinator may assume any or all of the following duties:

(1) Personnel matters relating to volunteers and volunteer programs; for example, recruitment, selection, orientation, training, evaluation, overseeing all records connected with these; (2) Particularly important is communication among volunteers and volunteer programs, and between them and regular staff. The Coordinator serves as a two-way channel of communication here; also as an implementer of staff directives. He may

help to organize volunteer program meetings, preside at them or be executive secretary; (3) Procuring financial and material support for programs; (4) With regular staff, planning and implementing appropriate new programs; (5) Some policy-decision as well as implementary responsibility; (6) Public relations.

Time: A minimum of 10-15 hours a week, easily ranging to full time or nearly so where coordination is needed among a number of volunteer programs.

Qualifications: This is a very responsible position. Qualifications are the usual for a good administrator who has to work well with people. Must have great tact; ability to work with regular staff, volunteer leadership, and rank and file volunteers. Thorough knowledge of all Court programs is very desirable, and/or the ability rapidly to become familiar with them.

Status: For several years two or three unpaid people filled this position, as Coordinators for Friends of the Juvenile Court, Washington, D.C. Recently a full-time paid position has evolved out of this in this Court, and a similar full-time paid position has existed for some time at Dade County Juvenile Court; Lane County, Oregon; and Junior Village, Washington, D. C. The partly-paid ("quasi-volunteer") administrator of this type has existed for several years at Royal Oak, three or four people at once. It was also tried at Boulder.

(VOLUNTEER) CHIEF PROBATION OFFICER
or
ASSISTANT CHIEF PROBATION OFFICER

Job: (1) Conduct home studies or pre-sentence investigations; (2) After evaluation of a juvenile, may place him in any of a number of Court programs (Work Detail, Driver Improvement School, Alcohol Information School, Psychiatric Evaluation, Job Testing, etc.); (3) Aid the Judge in the general administration of Court programs, supervising volunteers, etc.

Time: In one Court, this job is programmed at about 30 hours a week; in another, it is one day a week (Saturday). There is no pay in either case, so far as we are aware.

Qualifications: The usual qualities expected in a good administrator: maturity, good understanding of Court programs, ability to work with people, etc.

Status: This very responsible volunteer position has existed at Ferndale, Michigan for two years, and at Elkhart, Indiana for a similar time.

B'. SINGLE-PROGRAM-ORIENTED ADMINISTRATORS

These are similar to the positions described in Section A' above, except for concentration on single program areas or functions, rather than

Qualifications: A good administrator, with if possible, some direct experience in the group discussion program. Tactful, especially in deference to the privileged communication of Discussion Leaders.

Status: Has existed in Boulder several times for a few months each time, during the three years of this program. Success is somewhat uncertain. There is some question whether this volunteer really assists communication or is simply another link in the chain which can distort as well as clarify messages, making the whole process more cumbersome.

FOSTER PARENTS COORDINATOR

Job: Coordinates Foster Parent program. Arranges meetings for exchange of ideas among volunteer foster parents and between them and regular Court staff. Develops and helps apply administrative forms and procedures for the program, and represents the program on the Volunteer Coordinating Council. May also assist in recruiting volunteer foster parents.

Time: A few hours weekly.

Qualifications: Administrative and leadership ability. Experience in the foster parent program, is desirable.

Status: At Boulder for six months. See also Child Welfare Aide, Cook County, Illinois, described in section on Foster Parents.

RECRUITER

Job and Status: One of the best sources of good new volunteers, is the recruiting efforts of currently active volunteers. It is nowhere a special job title, but occurs in every volunteer Court. So far as we know, it is always something in addition to whatever assigned job the volunteer is performing, much as is "recruiting" of resources, described just below.

RESOURCE DEVELOPMENT AND ADMINISTRATION

Job: As indicated in that Section, many of the people involved in "Finance, Facilities and Materials" do not primarily contribute themselves; rather they seek out the sources of resources, solicit them, keep records, and see that these resources are appropriately distributed to probationers, their families, or otherwise in support of Court programs. See especially "Clothing" for an example of this.

Time: Varies.

Qualifications: Some knowledge of community resources and administrative ability.

Status: There is no formal job classification of this title in any Court,

and rarely is there a title of any sort; yet, this function is performed by volunteers in some way, in just about every volunteer Court. Frequently, it becomes part of another ongoing job, i.e. part of a one-to-one assignment to probationers. More broadly, this is the volunteer as mediator of social opportunities for the probationer.

TESTING PROGRAM COORDINATOR

Job: Responsibility for all testing programs (audiological, optometric, psychological, and special testing services) and their administration: (1) Arranging for testing facilities, procuring materials; (2) setting up testing schedules with test-administration volunteers, and the juveniles to be tested; (3) seeing that the flow of testing reports to regular staff is smooth and timely; (4) administrative handling of special considerations, e.g. school excuses for juveniles in confinement.

Time: Several hours weekly.

Qualifications: General knowledge of testing procedures, able to organize and coordinate, tactful.

Status: Has existed off and on as a volunteer position in Boulder, over the past three years. More frequently, however, the position has been held by regular paid staff.

TUTOR PROGRAM: ADMINISTRATION

Job: Handle administrative aspects of the Court's volunteer tutoring program, excluding unilateral policy decision, but including (1) helping staff match tutors to probationers; (2) evaluation of individual tutor's performance; (3) keeping program records, including attendance, grades, etc.; (4) reporting regularly to the probation department overall aspects of the program as well as on individual probationers in it; (5) channel of two-way communications between volunteers and regular staff; (6) helping to procure needed materials and facilities; (7) some recruiting of tutors; (8) public relations, etc. (9) "School Liaison", described below, happens to be a separate though related job in one Court, but it could be part of this one.

Time: At least 10 hours weekly.

Qualifications: Good administrator who works well with people and knows his program well. Some previous experience as a volunteer in the tutor program, is desirable.

Status: Has existed in Boulder for about 18 months in one program, 12 months in another. In both cases, volunteers have broad responsibilities for the ongoing operation of the program.

TUTOR PROGRAM: SCHOOL LIAISON
(Cross Reference: Information on Probationers)

Job: A volunteer tutoring program (q.v.) generates definite needs for information and supplies from the school system, on a continuing basis. It is the School Liaison volunteer's job to facilitate this, including: (1) securing regular flow of information on probationer's grades, aptitude scores, assignments, and general school performance, then transmitting them to volunteer tutors and/or regular Court staff; (2) securing relevant school books and educational materials; for the use of tutors in their lessons; (3) helping to procure informal educational material such as magazines, newspapers, pocket books; (4) helping to arrange requested and approved meetings between Court tutors and the probationer's regular school teachers; (5) some record-keeping and data analysis on program results (though this could be done by Tutor Program Administrator as well).

Time: At least 5-10 hours weekly.

Qualifications, Training: Good administrative ability; knowledge of tutoring program; tact and persistence in dealing with school system; willingness to contribute a substantial block of time on a regular continuing basis; ready availability of a car or other transportation.

Status: One volunteer has done this in Boulder for a period approaching 18 months. A related position is School Liaison in Friends of the Juvenile Court, Washington, D. C. (See section on "Information on Probationers.")

VOLUNTEER COORDINATING COUNCIL CHAIRMAN

Job: Serves as administrator of this council of volunteer leadership (see Advisory Councils). Organizes and chairs meetings, sees that appropriate records of proceedings are kept, facilitates communication between the council and regular staff, assists in implementing decisions or in seeing that the people who are responsible for implementing them do so.

Time: Two hours monthly in meetings. In addition, several hours monthly preparing for meetings, following-up, keeping records.

Qualifications: An able, well-organized administrator; especially, capacity to chair meetings effectively for maximum accomplishment in crowded-agenda situations.

Status: Existed for a recent six-month period in Boulder; currently unfilled.

WORK PROGRAM COORDINATOR

Job: As with "Checking and Enforcement of Court Orders", earlier in this section, this is a program a volunteer can help administer, even though volunteer workers are not involved in its actual work.

The Work Program Coordinator: (1) receives requests for probationer "workers" from city agencies for whom they are to work; coordinates this with the Juvenile Staff to determine who will work; (2) notifies agencies whom to expect; notifies juveniles when and where they are to work; keeps attendance records for work hours or days put in, against a record of how many days the Court has ordered; (3) may plan additional work programs with staff approval, e.g. new jobs, considering the value of the work, etc.

Time: At least five hours a week in one program; full time or nearly so in another.

Qualifications: Ability to organize and keep records.

Status: Royal Oak has had a full-time or nearly full-time person on this for several years, working partly paid (quasi-volunteer). Boulder had a volunteer in a similar position in one program for four months and in another program a volunteer has been doing this for about six months.

Note: The above are only a sampling, Other administrative-type positions mentioned elsewhere in this register are; Special Program Aide, Child Welfare Aide, and many other jobs involve some administrative duties.

D. EMPLOYMENT

Related Categories: "Tutoring, Educational Aide", "Arts and Crafts", "Occupational Therapist" (in Professional Skills).

Introduction, Definition: The importance of this needs no stressing, for both juvenile and young adult probationers, either for part-time or full-time work. Probationers tend to need the work more; at the same time they are less prepared for it, and less attractive as potential employees. The extent of volunteer participation is fairly substantial in (1) assessing the probationer's job qualifications; (2) employment counseling; (3) job training; (4) job-finding, helping the probationer find an appropriate job, and persuading a prospective employer to give him a chance.

Employers, too, are often volunteers in the sense that they accept probationers as employees when they might otherwise get lower-risk non-probationer employees. They sometimes also provide special on-the-job training for probationers, of an apprentice variety.

The kinds of activities described below occur in most Courts, if not all of them; frequently they are handled mainly by regular probation staff; sometimes, too, they form part of a one-to-one volunteer's work with his probationer.

EMPLOYERS (OF PROBATIONER "APPRENTICES")

Job: Employers volunteer to accept interested probationers as apprentices to train them in basic skills of the particular trade or business, with emphasis upon whether the probationer sustains interest in this area and "why or why not". Apprentice positions usually are at least partially paid, and are not to be created where there is no actual work demand, or no chance for continuing work even if the youngster works out well. The elements are: (1) a job demand; (2) training in basic skills; (3) usually, some payment for work done; (4) proper employee liability insurance; (5) knowledge of applicable Children's Work Laws.

Time: Varies, but apprentice will probably require a great deal of supervision, at least initially.

Qualifications: Volunteer employer and his situation must fit the above-described requirements; he should be interested in youngsters, able to devote an appropriate amount of time to the training of the apprentice.

Status: Probably exists informally in a number of Courts, e.g. in Boulder in a shoe repair shop.

EMPLOYMENT COUNSELOR

Job: Meets with probationers when requested. Assists in helping them discover their talents by arranging for aptitude tests, giving general advice about how to get a job, or actually arranging a job through a cooperating employer. Works closely with local and state employment agencies, or other related agencies. Administrative duties connected with employment programs, may also be involved.

Time: For one volunteer, may easily require 20-30 hours a week.

Qualifications: Previous experience in the employment field is very desirable, as is understanding of probationers and the Court's approach to them. Good interview technique, and knowledge of community employment resources.

Status: Has existed in Royal Oak, Michigan, for three or four years. Elkhart, Indiana, and Ferndale, Michigan, have similar positions, and there may be several other Courts who have them. Royal Oak has recently developed their program further, by working more closely with the Division of Vocational Rehabilitation. The DVR Agent evaluates the defendant before sentencing and if he qualifies for DVR, their evaluation, training, and placement services will be incorporated in his probation program.

JOB REGISTRY: JOBS FOR JUNIORS

Job: (1) Set up registry of employers who are willing to employ part-time, selected 14 and 15 year olds who are under the supervision of the Court. To be eligible for this program, a child must be on probation, must be recommended by his probation officer and screened by the head of

the Probation Department; (2) Volunteer groups subsidize this employment at ten dollars per week per child for a period of 13 weeks. In return the employer volunteers to provide useful training, and consider taking on the child at his own expense, providing the child does well after the 13-week, subsidized trial period; (3) A volunteer is assigned to see that the child gets his working papers. He takes the child to the employer for initial contact, and thereafter maintains liaison with the child and the employer to check suitability and progress.

Several sets of volunteers are used in this program. Some find the employers and get them to agree to requirements, developing their own community contacts in so doing. Other volunteers keep records on the child, employer and assignments, and this involves considerable office work. The volunteer who takes the child to the job acts somewhat as a Case Aide, that is, a one-to-one volunteer. Employers, too, are volunteers in the sense explained previously in this section.

Status: "Job Registry" has existed in Washington, D. C. for some time, under the auspices of Friends of the Juvenile Court. The "Jobs for Juniors" aspect - the supported 13-week trial apprentice period - was added in July, 1967.

JOB-TESTING VOLUNTEER

Job: Find out what vocational skills and aptitudes the probationer has, and if possible match them with available positions in the community.

Time: Varies.

Qualifications: People or organizations with the necessary employment experience, are utilized; for example, a personnel director with knowledge of jobs available in the area; personnel directors of local companies; the job-testing services of the Division of Employment Security and local school guidance counselors; and OEO personnel.

Status: Exists in Holyoke, Massachusetts.

STAY-IN-JOB

Job: Usually combined or as an appropriate re-emphasis of the Stay-in-School program (see Section Q), where the volunteer counsels and keeps in close contact with juveniles.

Status: Exists in Indianapolis, about 750 volunteers (together with the Stay-in-School) are currently in the program.

Time: Probably, 3-4 hours per week.

WORK PROGRAM

Job: Probationer is assigned to work for the city for a specified period, either by direct order or as an option to having a criminal record.

Status: Exists in Royal Oak, Michigan; Boulder, Colorado, and probably a number of other Courts. It is mentioned here because it does give the probationer work-experience, perhaps his first, and occasionally the better workers are asked back to work for pay, after their mandatory probationary-stint is completed. However, it is not primarily a volunteer program, except as volunteers assist in administration and record-keeping

VOCATIONAL SERVICE AIDE

Job: The Vocational Service Aide is responsible for the following: (1) Stimulating the foster child's interest in vocation or selection of career, by exposure to a variety of job opportunities. Providing him with knowledge of educational requirements and training necessary; (2) Contacting industrial and business firms to arrange visits to these places for small groups of foster children. Providing escort service for these tours; arranging informal discussion groups to provide for exchange of information, questions, and answers, following the trip; (3) Obtaining school information on all high school students under care of the agency (see School Liaison); (4) Obtaining information re scholarships, school aid and educational loan programs available through local, state and national services, public and voluntary. Exploring these resources for specific children; (5) Providing counseling and guidance services geared to the needs of individual and groups of children.

Time: A minimum of several hours per week.

Qualifications: Mature, responsible person. College training. (Evaluation 3-6 months after beginning, yearly thereafter.)

Status: Has existed for some time in Cook County, Illinois, Department of Child Welfare.

E. FINANCE, FACILITIES, AND MATERIALS

Introduction, Definition: Grouped here are contributions to the Court other-than-services, by organizations or by individuals. Often these come from the one-to-one service volunteer himself, as an adjunct to his services, and as a rule this category of volunteerism is far less formally organized under special titles than other categories are. Nor need it be. There is little point in calling a minister who donates church rooms as a program meeting place, a "church facilities volunteer". However, such contributions are of a service-associated volunteer nature and without them, volunteer services would be impaired or impossible. On a personal basis, they are hard to separate, too; the contributor of materials frequently provides services associated with these materials, while the service volunteer chips in with materials pertinent to his services. A good example of this intimate relationship between materials and services is the "Resource Development" volunteer (see section on Coordinators). If the volunteer cannot make the contribution himself, he can still help you get it from others. Though he may have no clothes

of his own to contribute, he can help find others who do, collect and renovate the clothes, organize their appropriate use, etc. Indeed, Resource Development is a logically useful volunteer function, if hardly ever a self-conscious or formally-organized one. Such a person makes it his business to know local community resources of money, materials, and facilities - it is surprising how often we don't know all the resources in our own community - then he organizes the solicitation and use of them as directed by staff. He can even prepare this in written resource book form for the use of regular and volunteer staff.

There is probably no more numerous volunteer category, both in terms of number of people involved, and variety of assistance offered. Frequency of contribution varies from "one-shot" through "occasional", to contributions on a regular basis.

FINANCE

A number of volunteer Courts accept and solicit funds from their community, both from individuals and from organizations. These contributions are a form of volunteer service, or an alternative in lieu of such service, for (1) they make these services possible by defraying volunteer program expenses, and (2) sometimes enable Courts to purchase services or materials not otherwise available, for its probationers or for its own staff. The end result is the same as direct volunteerism: the Court acquires services it could not ordinarily afford, (e.g. scholarships to trade schools, extra psychiatric, optical, dental, etc. services, or materials and facilities). Any needed materials or facilities not volunteered can be purchased with volunteered money.

Financing methods vary widely, often involving regular monthly donations by business organizations, or annual pledges; use of Court Advisory Councils (q.v.); setting up special Court fund-receiving entities (non-profit corporation); special fund-raising parties, etc. Money may be earmarked for special purposes or contributed unconditionally. (There seems to be some preference for the latter type among Courts.) It is to be noted that by the development of special fund-receiving procedures, donations to the Court can be made tax-deductible as charitable contributions.

The area is too large to be covered here, and the reader is referred to the section on "Financing Volunteer Programs" in the Volunteer Courts Manual to be published by the Office of Juvenile Delinquency & Youth Development, United States Department of Health, Education and Welfare, in 1968.

Miami, Lane County, Boulder, Royal Oak and probably many other volunteer Courts are quite active in this area.

Indeed, volunteers themselves might specialize as "Fund-Raisers" for Court volunteer programs. We are sure many volunteers do this informally, in addition to their other duties, but surprisingly enough, we know of no such special volunteer category at present, in the Court volunteer movement, with the possible exception of Lane County's "Budget Committee" members, described below. We say "surprisingly" because, of

the 50 million volunteers now estimated to exist in non-Court work in the United States, a large proportion are in precisely this "fund-raiser" category.

There is, however; some use of volunteer groups for this function, i.e. often Court Advisory Councils, or resource groups in the community. One example, in which fund-raising is associated with services, is the Lane County, Oregon, "Christmas Project Volunteer". The "Christmas Volunteers" group serves all Lane County juveniles in ten institutions across Oregon, all children in the Skipworth Home, and needy children on the caseloads of the Juvenile Department..., to raise volunteer funds used for children's needs through the year. The project also attempts to give each juvenile a feeling that someone cares about him.

The Occasional Service volunteer in Chicago, Department of Child Welfare, is used in a similar way, for direct gifts to children, and in addition for recreational activity leadership. These volunteers make available to foster children, gifts, goods or monies for items not available through regular funds - for example, scholarships or "camperships", tickets or admissions to special activities, seasonal gifts, etc. Consultation with regular staff on nature and timing of gifts, is required. Presumably, a Court must always exercise direction over what is given to any given probationer - what is most needed, what is not desired, when and by whom the gift should be given.

In this regard, it should be remembered that simply having money is not all there is to it; there must be intelligent planning of priorities and usage, and a Lane County, Oregon, committee is a good example of this. Cited previously as a form of "Volunteer Coordinating Council" in the section on Advisory Councils, we shall call it here, a "Budget Committee", since this is its emphasis as described.

Each program has a volunteer committee and a volunteer chairman, with a staff member as coordinator. Each chairman submits a budget which is discussed together with members of the committee, altered if necessary, and approved. The budget is then determined as far as the total amount is concerned, and the money necessary to finance these programs is raised by volunteers. Some monies, such as funds for transportation - which, because of the geographical layout of Lane County is a considerable expense - and purchase of materials for the sewing class, etc., are provided from a fund drive held each Christmas.

FACILITIES

As in the case of financial contribution, this is a volunteer contribution in the sense that it makes volunteer programs possible. Organizations or individuals contribute facilities in support of volunteer programs at many if not most volunteer Courts, especially meeting places for volunteers to work with probationers, recreational facilities, and equipment, training facilities and equipment, such as reading pacers, group or individual foster homes in which probationers can live temporarily or more permanently, summer camps, etc. The last-mentioned is relatively unusual but at least two Courts use volunteered camp facilities regularly: High Point, North Carolina, and Philadelphia County Court. An alternative is the "camperships" described three paragraphs previously.

MATERIALS AND SUPPLIES

As with finance and facilities contributions, "materials" have volunteer status because donated to the Court, and because volunteer service programs often could not function effectively without them. Materials and supplies may be contributed by individuals or by organizations, on anything from an occasional to a regular basis. Usually, materials are donated outright, but they may also be given on a loan basis, in which case the Court and its volunteers will be responsible for their care and return upon request.

There is some tendency for people to contribute outdated or heavily-used material, for example T.V. sets, books or clothing. It is to the interest of the Court to discourage contributions of materials so shop-worn as to be useless, and/or have a corps of volunteers who will renovate such materials to a state of usefulness (can be done with clothes, for example, or furniture, but not with outdated book content).

Some of the categories of contribution are:

Books, Magazines and other educational materials for tutoring, reading program, staff reference use, etc.

Clothing, shoes or the materials to make clothing (i.e. dress materials) for probationers who need them, or their families.

Deodorants, toiletries, personal grooming items.

Food, e.g. for group foster home.

Home furnishings, e.g. furniture, rugs, quilts, stoves, draperies, etc. for group foster home or detention facility, or even for the probationer's family.

Recreational (skills) equipment, i.e. for arts and crafts, sports, hiking and camping.

Work Training or Home Skills Equipment, i.e. sewing machines, auto mechanic tools.

Volunteer services often get connected naturally with volunteered materials. This includes (a) the service of soliciting and gathering the materials and (b) the service of dispensing them appropriately. A good example is the "Clothing Volunteer". Some variations of this job are:

In Washington, D. C., Juvenile Court, the Clothes Closet Volunteer (1) solicits contributions of clothes for the emergency care of children and adults; (2) organizes cleaning, repairing, and distributing clothing to needy probationers; and (3) requisitions purchase of clothing and shoes needed for distribution, if not available through donation. This can be a good job for volunteers not desiring direct probationer responsibility, or it can be preparation for other responsibilities.

A very similar position in Lane County, Oregon, is the Clothing Volunteer, responsible for sorting, sizing, repairing clothing, making sure that

articles are cleaned and washed. These volunteers repair, do the work themselves or seek volunteered assistance from local cleaning and laundry establishments. Volunteers have money available to purchase items such as shoes and underclothing, which might not be available through donation. Complete records are kept, also by the volunteers.

The Clothing and Morale volunteer of Philadelphia County Court ("Teen-Aid") sorts and distributes used clothes, contacts manufacturers and outlets for cancellations and rejects, notions and personal items.

The Clothes and Laundry-Cleaning Services volunteer of Indianapolis, Indiana works in a similar way. These women have set up a center where hundreds of youth were clothed.

In many other cases, the contributor of materials also provides services in using them, thus home furnishing contributions may often be associated with decoration services, sewing machines with sewing instruction, etc. Furthermore, the arts and crafts volunteer program (see that section) can sometimes be used in the renovation of volunteered materials. For example, in their sewing classes, probationers can help repair donated clothes; shop classes can fix up furniture, etc.

F. FOSTER PARENTS

Related Categories: One-to-One Assignment to Probationers.

Introduction, Definition: This category includes all volunteer assistance involved in placing and maintaining a child in a foster home, group or individual, temporarily or over long periods, as an alternative to an inadequate or stormy home environment, or to jail. A significant change of home environment is the goal of longer placements; shorter-term placements give the Court a breathing space in which to develop long-range plans, or they allow a nasty family situation to cool down, before the child is returned there.

While control procedures in group facilities may be relatively strict, they are not detention-like, with bars on the doors, etc., and an effort is made to provide a homelike atmosphere. The same is true for individual Court foster homes.

The need for such Court-supported or Court-involved homes occurs particularly when Welfare is unable to supply them in sufficient quantity. Volunteers can assist in recruiting foster homes, supplying them and administering, but the job examples below emphasize their use as actual foster parents, or those who assist them in direct work with probationers.

CHILD WELFARE AIDE

Job and Qualifications: The Child Welfare Aide is a mature, responsible person, with college training, or the equivalent in experience. After completing a training course, the aide serves in a number of ways:
(1) preliminary screening of foster home applications; (2) telephone

follow-up on applications; (3) public relations in recruiting foster and adoptive homes; (4) planning group meetings for prospective foster and adoptive parents; (5) placing children; (6) providing escort service to clinics, shopping trips to purchase clothing; and (7) in other duties that would release the caseworker to provide casework services to the child and family.

The Child Welfare Aide is evaluated by a staff member, after the first two months of service, and every six months thereafter.

Status: This job has existed for some time in Cook County, Illinois, Department of Child Welfare. Undoubtedly volunteers in other Courts occasionally serve informally in somewhat similar ways, especially in helping to find foster homes. Boulder's Foster Parents Coordinator has similar functions (see section on Coordinators).

FOSTER PARENTS (GROUP HOME)

Job: Youngsters may be assigned by the Court for anywhere from a few days to a few months. Group Home Foster Parents have the responsibilities of parents, for the care and maintenance of the children assigned to live in the Court's group foster home. This includes: (1) maintaining discipline, though with a background of a warm and accepting environment, and counseling; (2) encouraging and organizing constructive activities - hobbies, sports, vocational interests - and in so doing, cooperating with other Court rehabilitation programs; (3) planning healthful meals; (4) responsibility for care of physical facilities; (5) keeping effective financial and probationer records; and (6) acting as a public relations representative, including speaking engagements, fund-raising, and the like, on behalf of the home.

Time: This is a 24-hour-a-day job, except as relief is provided by other volunteers or staff, and this is strongly recommended, for a total of at least a day or two a week, plus occasional afternoons and evenings where other volunteers "babysit" the home.

Qualifications: Patience, resilience, understanding, stability, ability to discipline, diplomacy in relations with other service agencies, natural parents, and community, knowledge of finances, interest in children, good home life, and perceptive of people's needs. A couple is preferred, one or two children okay. It is very much to the good if the couple has had some previous experience with juveniles in Court programs or in related work.

Status: Boulder's first Attention Home has had a young couple doing this for a year, with a somewhat older relief couple; another older couple with a child supervise Boulder's second Attention Home, which opened in September, 1967. In these homes and similar ones, such as the Community Youth Home in Topeka, Kansas, other volunteers assist and substitute for foster parents in a number of ways, from just "minding the store" to providing arts and crafts, recreation, tutoring, etc., and in general, "parent-surrogate" activities. The same is true in detention or other live-in centers such as Junior Village, Washington, D. C., Zebulon Pike Home in Colorado Springs, Colorado; and Walter

Beckham Youth Hall in Miami, Florida. Ferndale, Michigan is currently planning a group foster facility similar to Boulder's Attention Home, but for young adults rather than juvenile probationers.

FOSTER PARENT (INDIVIDUAL)

Job: Similar to group foster home parents, but these volunteers accept a probationer into their own home, over time periods ranging from a few days - a "holding action" till things cool down - to many months. A fundamental and lasting change of environment is hoped for in the latter case.

Foster parents are responsible for the health and welfare of the child, providing counsel, support, and discipline, just as good natural parents should. They must keep in contact with regular Court staff, other volunteers who may be working with the child, teachers, natural parents, employers, etc., i.e. with all aspects of the child's life. In a word, they are to be parents, and, parents of what is likely to be an unusually difficult and troubled child (sometimes two), in a complex situation.

Time: This is a 24-hour-a-day job.

Qualifications: No more demanding and difficult volunteer job exists anywhere, particularly in longer-term placements. Temporary placements of a few days, are, of course, easier to handle. The volunteer should be someone you know well as an exceptionally good person. They must be strong people, highly motivated, if possible with some background in difficult children and their problems, and certainly with a record of raising their own children successfully. Patience, perceptiveness, firmness, and warmth, are necessary.

This is usually a couple with a stable and secure home, but mature single people have handled shorter-term placements. The couple may or may not have their own children. If one of their children is the same age and of opposite sex to the probationer, some special caution may be necessary.

Usually, these volunteers must be able to bear most if not all of the extra financial burdens of a child living-in, though a certain amount of financial re-imbusement can sometimes be arranged via Welfare, Court funds, or the child's natural parents.

Status: We know of only one formally established program of this sort, in Boulder. Over the past three years, about a dozen couples and three or four single people have been volunteer foster parents, at one time or another. Six couples are currently active. Grand Junction, Colorado, has also had at least one such volunteer, and we are sure the thing is done informally in many cases; for example, the Judge, regular staff member, or a friend, takes a youngster home for a day or so, or a weekend. One-to-one volunteers - sponsors, volunteer probation officers, and the like - also serve frequently as surrogate parents, and actually have probationers visit in their homes, sometimes for periods longer than a few hours. Another position which involves this area, but is cited for its major emphasis elsewhere, is the Special Program Aide. Volunteered summer camps also serve in a real sense as temporary foster homes.

G. GROUP GUIDANCE WORK

Related Categories: Neighborhood Work. Foster Parents (Group).

Introduction, Definition: Generally this category involves volunteers who work with probationers (1) in groups rather than individually, and (2) in a relatively controlled group guidance setting, rather than in their own neighborhoods, by contrast with Neighborhood Work. The purpose is to permit ventilation, enhance communication and effectiveness in normal social processes of group interaction.

Traditionally, this has been the province of the professional, in this case the professional-working-as-volunteer. However, a few Courts have recently begun using laymen as group guidance leaders.

Types of group members include juvenile offenders, young adult misdemeanants, parents of juveniles, and addicts.

ADDICTION PROGRAM VOLUNTEER

Job: Lead weekly session with group of about eight narcotic addicts, in order to build communication with them, and enhance their confidence in Court people and programs.

Time: At least several hours weekly.

Qualifications, Training: A qualified psychologist or family counselor, or a college student who has received group therapy training. Must have patience, willingness to listen, be skilled in giving advice and counseling.

Status: Holyoke, Massachusetts has had two such groups of addicts for a year, and for autumn, 1967, is planning group sessions with the addicts plus their families, hoping to strengthen family support. The "Alcohol School Instructor" of Royal Oak is a related job, though more a traditional teacher than a group leader. See also Alcoholics Anonymous below.

ALCOHOLICS ANONYMOUS

Job: The Court operates its own chapter of AA, and places probationers with alcoholic problems in this chapter, in lieu of a more punitive approach. Normally, an assigned probationer who completes the AA program to the satisfaction of the cooperating AA supervisors, will be released from probation by the Judge. The usual AA group guidance processes are involved, and ex-alcoholic AA leaders thus operate as volunteers for the Court. In a sense, so does their AA chapter as a group.

Time: At least several hours weekly.

Qualifications: The above-described kind of relationship with a local AA chapter. Indeed, it seems rather new for a Court to operate its own AA chapter.

Status: Royal Oak, Michigan, for at least two or three years. Generally seems to be more appropriate for young adult offenders with alcoholic problems, as distinct from juveniles.

DISCUSSION GROUP LEADER: JUVENILES

Job: This is group guidance, not classical group therapy. Probationers with classical psychiatric problems are deliberately excluded from these groups, but hard-core offenders are definitely included. With or without a co-leader, the volunteer meets weekly with a group of 5-8 juveniles, in an effort to build communication with adults-who-will-listen, create conscious awareness of life problems, build effectiveness in group interaction process, etc. The job may grow to include some contact with individual probationers outside the group, or some outside activities as a group. Confidentiality of material is carefully protected, but the Discussion Leader is nevertheless expected to maintain contact with regular probation staff, reporting general developments and progress, attendance, etc., and consulting beforehand with them on any special activity plans for the group.

Groups have been either "boys only" with male leadership, or "girls only" with female leadership, though there has been some visiting and tape exchange between them. It has also been found advisable to separate younger from older juvenile groups (about 12-14, as distinct from about 15-17 years of age).

This is a complex, responsible job and the interested reader is referred to a more detailed description in the "Volunteer Courts Manual" prepared by Boulder County Juvenile Court, to be published in 1968 by the Office of Juvenile Delinquency and Youth Development, United States Department of Health, Education and Welfare.

Time: Three to five hours weekly, preparing for session, in session, and in follow-up reporting and action. The volunteer must be willing to continue with the work at least a year, for it may take a group several months just to "warm up" and the "life of a group" is normally a year or even more.

Qualifications, Training: While relevant professional background and training is useful, it is predominantly laymen who have filled these jobs, e.g. housewife, salesman, statistician; also, people with professional background but not particularly in this area, e.g. minister, professional probation officer, attorney, sociologist. It is nevertheless one of the most demanding of volunteer jobs; the volunteer must be a stable, mature "adult model", able to listen and exercise a reasonable amount of group discipline and control, yet sensitive, perceptive and patient, with discretion as regards confidential material. It is desirable, though not necessary, that the volunteer have some previous Court program experience, e.g. as a one-to-one volunteer. Training is suggested, as an apprentice co-leader working under an experienced leader.

Status: The program has been going four years in Boulder. Ten groups have existed and three are currently active. The Lay Group Counseling

program of Royal Oak is similar in basic concept, with perhaps rather more consultative supervision of Lay Group leaders by the Court Psychologist or Psychiatrist. Adams County, Colorado has had a similar program involving juveniles, and their "Volunteer Counselor" or "Group Counseling Program" for both parents of probationers and juveniles, depends similarly on laymen volunteers as group guidance leaders. It is described later in this section.

DISCUSSION GROUP LEADER: PARENTS OF PROBATIONERS

Job: Essentially the same as "Discussion Group Leader: Juvenile" except with parents-of-probationers, emphasizing how parents can handle problems with their children. The group may also serve to ventilate and allay parent's misunderstanding of and hostility to Court programs involving their children.

Time: Several hours weekly.

Qualifications: Essentially the same as "Discussion Group Leader: Juvenile", but highly desirable that the volunteer also be a parent himself.

Status: Boulder has had one parents group, composed of husband-wife couples, but the most experienced Court in this area is Adams County, Colorado, which has had several parents' groups, sometimes working back and forth between a group of juveniles and a group of their parents. In at least one case, concentration was on women parents who didn't have a man around. The Adams County program is described in more detail under the title "Group Counseling Program: Volunteer Counselor", later in this section.

FAMILY LIVING COURSE

Job: Juvenile probationers often try to escape hard family or school situations by plunging into early marriage, only to repeat the tragic cycle.

These are 10-week courses, weekly sessions, composed of about a dozen probationers, 6 boys and 6 girls, about 15-16 years old, who, since they are likely candidates for early marriages, ought at least to be forewarned and forearmed.

This is run much like a juveniles' Discussion Group (see above) with one or two volunteer adult leaders, but it is focussed on marriage: budgets, family planning, sexual adjustment, etc. The volunteer group leader should be ready with planned suggestions, questions, reflections. Material is confidential, but the leader keeps the Court generally advised of group attendance, progress, etc.

Time: At least several hours weekly. One or two hours in the meeting, the rest in planning, follow-up, contacts with the Court.

Qualifications: The usual maturity and sensitivity of Discussion Group

Leaders is required, perhaps even more so in this sensitive area, plus factual expertise in family living information.

Status: Boulder has run two of these courses in the past 18 months. The Marriage Counselor volunteer in Royal Oak, Michigan does similar work, but most often on a one-to-one or individual (couple) basis. See also "Talks for Probationers or Probationers".

GROUP COUNSELING PROGRAM: VOLUNTEER COUNSELOR

Job: Based on the concept of Alcoholics Anonymous, the purpose is to enable parents of juveniles to realize that others have similar problems, and thus to help parents to help themselves, by developing communication and understanding among all members of their family, building up reassurance and confidence by sharing parental problems with other parents and the volunteer group leader. It is also expected that parents will get a better understanding of the Court and how it relates to their youngster, as their questions about this are aired and answered.

Parents are assigned by the Court and required to attend.

The Group Counselors, or Volunteer Counselors, lead weekly sessions over 12-14 weeks. After 3 or 4 meetings with parents, they then have a few meetings with the boys. With older boys, sometimes the last three or four meetings are boys and parents combined.

The Volunteer Counselor wants maximum group participation; his role is therefore that of a guide not a lecturer; a good listener who chooses his thoughts and words very carefully when he does speak. As a volunteer rather than a "Court person" or "professional", it is expected that in some respects parents will feel easier talking to him.

Time: At least several hours weekly over the life of the group.

Qualifications, Training: While little or no professional training is required - one of these volunteers is a pharmaceutical salesman - these volunteers have to be picked very carefully, given some training experience, and supported in their work by the Court.

Some in-service training can be provided by experienced professionals or regular Court staff. Recruits also sit in on an established group for a few meetings. This gives the recruit a chance to learn what is going on, while the experienced Volunteer Counselor can evaluate his performance, give him pointers, etc.

This type of volunteer isn't easy to find. He must be a good listener, tactful, sensitive, mature, sincerely and deeply interested.

Status: This program has existed in Adams County for two or three years, a number of groups. It is still continuing to develop.

GROUP PSYCHOTHERAPIST

Job: This is far closer to classical group therapy than are laymen-led Discussion Groups. This person runs group psychotherapy sessions weekly for groups of 6 to 10 probationers. Group input is selected by the Judge, Staff Psychologist, or Staff Psychiatrist, but the Group Psychotherapist has a veto on recommendations, and makes known to the Court, the kind of probationer he prefers to work with. Frequently they will include the most serious and potentially dangerous ones.

The Group Psychotherapist has privileged communication and a great deal of autonomy. He may report virtually nothing in detail to the Court.

Time: Several hours weekly.

Qualifications: Professional Psychiatrist, Psychologist, or Psychiatric Social Worker.

Status: One or two such groups have been in existence for several years at Royal Oak. The Group Psychotherapist may be paid, but, if so, it is far less than his usual fee; hence he is at least a "quasi-volunteer".

Note that along with this professionally-led group therapy program, Royal Oak also has begun recently, a laymen-led Group Counseling Program, "Lay Group Counselor".

JUVENILE CLINIC VOLUNTEER

Job: Lead Groups of eight juveniles in weekly meetings.

Time: Several hours weekly.

Qualifications: Leaders have been a psychologist, a social worker with several years experience in group therapy programs, and a professional probation officer. They need patience, ability to listen, and skill in giving advice and counsel.

Status: Holyoke, Massachusetts had two groups for a year, one composed of first offenders, the other composed of second offenders and returnees from Youth Training School Centers. A mixed group of juveniles and parents was tried but didn't work because parents were not compelled to attend. Holyoke plans this year to start working with an individual juvenile and his parents, then join these with other similar family groups, for sharing of common experiences.

H. BACKGROUND INFORMATION ON PROBATIONERS

Related Categories: Record-Keeping, Data Collection, Employment.

Introduction, Definition: Judges and their staffs have urgent need of reliable and relevant information on probationers, the better to decide disposition, program assignment and approach. Often this information

is used pre-sentence, after adjudication but prior to disposition, but it can be called upon at any later point in the probation process, for such re-assessment as the Court may require. The information may be packaged in many forms, from interview to objective test, and it can cover many areas: family background, I.Q. and aptitudes, school records, attitudes and personality, medical, etc.

Volunteer involvement is quite heavy in this job category.

AUDIOLOGICAL TEST ADMINISTRATOR

Job: In the expectation that sub-normal hearing may be related to behavior and performance problems in school, job, etc., this volunteer administers and scores audiological screening tests for probationers. Care of equipment is usually part of the job, too.

Time: About 15 minutes per individual examinee tested, plus some time for recording scores, setting up and caring for equipment.

Qualifications, Training: Some previous experience in the use of audiometric equipment is desirable; as a minimum, a qualified person must train the volunteer adequately. Also, enough tact and understanding is needed to deal with probationers in the testing situation, when they are nervous or recalcitrant.

Status: Every input probationer has been screened by such a volunteer for the past eight months, in Boulder.

AUDIOLOGICAL TEST INTERPRETER

Job: In the expectation that hearing problems may be related to behavior or performance problems in school, job, etc., take Audiological Test Administrator's results, and interpret them for the Court, an individual written report on each case. In laymen's language, and extent of any hearing problem should be clearly specified, along with clear recommendations for further attention, if needed.

This volunteer may further assist the Court in procuring such further attention, via his contacts with audiological professionals in the community.

Time: About 5-10 minutes per report; more time in preparing recommendations for further treatment, if needed, and in developing resources to provide this treatment.

Qualifications: A professionally-trained audiologist or ear specialist, or at least a graduate student in this area. Some understanding of the framework of purposes and needs and resources within which the Court operates.

Status: In Boulder, for eight months, every input probationer. The same person is administrator and interpreter of the tests, though these could be separate jobs.

CHILD SUPPORT AIDE

Job: (1) After case briefing, making personal contact with the child through a home visit, in order to determine through interview and observation, whether the child is receiving the benefit of support payments, proper supervision, or is in need of particular attention; (2) verifying marriages, death certificates, and other related matters, upon request; (3) reporting information to the Probation Staff, to assist in decisions about action to be taken on cases; (4) writing letters of appointment, checking payrolls, requests for financial status reports, assisting in preparation of Court reports for administrative review; (5) with approval of the supervisor, helping mothers with budgeting, scheduling and housekeeping arrangements and meeting their obligations generally.

Time: Varies, at least several hours per week.

Qualifications: (1) Maturity, friendliness, punctuality, initiative and imagination, attention to detail, ability to accept supervision; (2) Ability to do clerical work, search out information by telephone and interview. Able to fit into an office routine as well as possibly work into a Case Aide position (which see).

Status: Exists in Washington, D. C. Friends of the Juvenile Court.

FIELD PLACEMENT

Job: Students from the Graduate School of Education work with detention teachers in the classroom and recreational areas, usually working closely with the more disturbed children. They furnish diagnostic and treatment information on children who are experiencing difficulty in adjusting to the school situation. Through their personal involvement and special testing, they help to solve some of the more severe problems.

Qualifications: Some advanced training in the relevant areas, as indicated above.

Status: Two students are in this position in Lane County, Oregon.

INTAKE VOLUNTEER

Job: Intake Volunteers interview parents or guardians to fill out information sheets necessary when delinquent children are brought in for their first interview. It is our understanding that the job may further develop into one-to-one work with probationer and his family, particularly in a preventative manner, if the case is formally dismissed.

Time: Varies; at least a few hours per week.

Qualifications: Tactful, accurate, legible handwriting. Interviewing skills are useful.

Status: Exists in Washington, D. C., Friends of the Juvenile Court.

JOB-TESTING VOLUNTEER

Job: Described in the section on "Employment". Most other jobs in this category also involve gathering of information on the probationer in the employability area, although this is often used post-sentence rather than pre-sentence.

OPTOMETRIC TEST ADMINISTRATOR

Job: General background: secure pre-sentence information for the Judge and his staff, on the probationer's visual abilities. It has been frequently found that probationers have visual problems impairing their school or job performance, and at least indirectly related to their anti-social behavior. The job includes: (1) administering visual screening tests to individual probationers, at first under the supervision of an optometrist, later unsupervised. At present this involves administering the traditional Snellen Chart test plus a more modern screening, using electronic equipment which is relatively simple to operate; (2) recording results on standard forms and conveying them to the optometrist for interpretation; (3) setting up equipment, storing it safely possibly transporting it to and from optometrist's office.

Time: Phase (1) about 15 minutes per probationer; phase (2) and (3) about 30 minutes to an hour per week.

Qualifications and training: Previous training is an advantage but not necessary; an optometrist can provide it in a few hours. The volunteer should be a mature person possessing enough firmness and tact to ensure the cooperation of the probationer during testing. He should be accurate and patient, regular in attendance at the appointed hour.

Status: All input probationers have been tested by such a volunteer in Boulder for the past 10 months. We know of no similar job in other Courts.

OPTOMETRIC TEST INTERPRETER

Job: General background: interpret optometric test information on probationer, for the Judge and his staff, usually pre-sentence, but can be anytime. Very frequently, probationers prove to have vision problems. By steps the job includes: (1) receive visual screening results from "Optometric Test Administrator"; (2) interpret for the Judge and his staff whatever recommendations for visual-corrective action may be necessary. This is usually a written report, in laymen's language; (3) as requested by staff, assist in suggesting or developing further professional resources of service, glasses, etc which visual screening may suggest as necessary.

Time: About 20 minutes per case.

Qualifications: A professionally-trained, registered optometrist, ophthalmologist, or other eye specialist. An understanding of Court needs and procedures is desirable and can be expected to mature with time.

Status: This volunteer position has existed in Boulder for ten months. Royal Oak, Michigan also has volunteer Optometrist Consultants, to provide similar services as requested in special cases.

PRE-SENTENCE INVESTIGATOR

Job: To find and develop whatever relevant information is available on the probationer, prior to sentencing and convey it to the Judge and regular staff or volunteers who work with the probationer, prior to their beginning work with him. Reporting may be oral as well as written. Sources of information to be assembled and recorded may include police records, interviews with parents, school, employer or probationer himself, results of psychological or other tests administered by Court.

Time: May vary from 20-40 hours per week, with a typical Municipal Court caseload in a city of 100,000.

Qualifications: Maturity, knowledge of people, good interviewing technique, ability to develop, assemble, and summarize facts and interpretations, in coherent and succinct form. A minister volunteer held this job in Royal Oak.

Status: Has existed in Royal Oak, Michigan, for three years or more, and is believed to exist in similar form in at least two or three other Courts. Thus, the Volunteer Chief Probation Officer of Elkhart, Indiana often conducts pre-sentence investigations in addition to his other duties in administration.

SCHOOL LIAISON

Job: (1) preparing reports on a child's school record, health, attendance, grades, etc., for submission to the Intake Officer, before his first interview with the child and his parents; (2) in cases where the information is less immediately required, the volunteer telephones the school, secures limited information and sends a "School Request Information Form" for the school to fill out and return to the Intake Officer.

Time: At least a few hours per week, preferably more.

Qualifications: Accuracy, patience in securing and preparing reports, tact in dealings with school people, ability to keep confidentiality. Interviewing experience is helpful; so is familiarity with the local school system.

Status: The above job has existed for some time in Washington, D. C., Friends of the Juvenile Court. A very similar position "Tutor Program: School Liaison" has existed in Boulder for 18 months. It is designed to provide the volunteer tutoring program with feedback on school results; also to assist tutors in developing contacts with the probationer's teachers, and gain access to standard school educational materials.

TEST ADMINISTRATOR AND SCORER (OBJECTIVE TESTS)

Job: Where sufficient test information is not accessible or available from other agencies, the Court can develop its own testing program using its own volunteers, and tests particularly adapted to its own information needs as regards disposition, diagnosis, prediction, and program assignment. Such tests may include aptitude, I.Q., attitude, personality, delinquency-influences, etc.

Test administrators are responsible for the following: (1) seeing that appropriate standard test materials are in supply; (2) proctoring individual probationers or groups of probationers taking tests; giving instructions, answering questions about forms and procedures, timing particular tests, noting unusual events in the testing situation, keeping order during testing; (3) raw and normative scoring of tests, using the appropriate keys and standard procedures; (4) preparing the suitable profiles or test report sheets; (5) relaying scores, profiles or report sheets to the Test Interpreter and through him to probation staff.

Time: About 5-10 hours per week, but depends on the length of the test battery, difficulty of scoring, and amount of time it takes to prepare and disseminate results to staff.

Qualifications: Some tests, notably of the projective variety, require specialized professional training. Here, however, we refer to standard, objective, key-scored tests, which any reasonably competent and alert person can be taught to administer and score, in no more than 5-10 hours, perhaps less, with supervisory spot-checks thereafter. Thus, while previous experience in objective test administration is desirable, it is by no means necessary. Conscientiousness, patience, accuracy, reliability and regularity in meeting all testing appointments are needed, plus absolute discretion in protecting the security and confidentiality of results. The ability to handle probationers and keep order in a testing situation, is necessary.

Status: Has existed in Boulder for two years, more recently with two volunteers providing back-up for each other. Ferndale, Michigan and Washington, D. C., Friends of the Juvenile Court have a similar category, the latter being rather indirect: a volunteer who assists in diagnostic testing in a Child Guidance Clinic.

TEST INTERPRETER (OBJECTIVE TESTS)

Job: (1) Receive probationer's test scores from TEST ADMINISTRATOR AND SCORER; (2) interpret each case, with particular attention to questions the Court wants answered; (3) prepare a written report on each case (often on a standard form) conveying in clear, succinct and essentially non-technical form, diagnosis, prognosis, and program assignment recommendations, in a form useful to the Court; (4) be available to probation staff, volunteers assigned to the probationer, and (with Court approval), probationer's parents, for further fact-to-face discussion of the test interpretation.

Time: Varies with complexity of test results, but 20-30 minutes per case is a fair general estimate.

Qualifications: Must be a certified professional in psychology, education, guidance, sociology, or social work, with specific experience in the test interpretation area. He must know the test and its relation to the Court's particularly required information needs. Highly desirable, is ability to write case reports succinctly, clearly, and non-technically.

Status: Exists at Boulder as follows: one psychologist volunteer for four years, all probationer input (personality tests); another psychologist volunteer for 18 months, all input probationers (attitudes, diagnostic sources of delinquency); and one educator volunteer handling specially referred cases for aptitude and achievement tests, in the past year.

I. MISCELLANEOUS COURT SUPPORT SERVICES

See also: Office Work, Finance, Facilities and Materials, especially Clothing.

Introduction, Definition: These jobs have in common the support of more routine Court functions (1) not involving direct contact with probationers, and (2) other than Office Work.

CLIPPING SERVICE

Job: Scan local and national publications for articles of interest to Court staff or the community-at-large; prepare them in some suitable form such as scrapbook; and arrange for them to be brought to the attention of interested parties.

Time: Varies

Qualifications: Any reasonably alert and interested volunteer can do this, though it is desirable for them to have enough background to know what will be of interest to potential readers. The job can be done at home or just about anywhere; it need not be at the Court.

Status: A teenage volunteer has had this job for about a year at Boulder. It is believed some retired people might like the job, too.

DECORATION, FIX-UP

Job: Fix up probation office, detention center or other places that staff and children frequently use. This may include putting paintings on the wall, hanging curtains, tending a garden outside, putting posters on the wall, renovating furniture, building things, and generally "prettifying up" the place. It is the kind of thing Indianapolis volunteers have done on a neighborhood basis ("Spruce-Up"), and is also a service related to materials contribution in several Courts.

Time: Varies, appropriate to the task, or may be on a terminating basis, once the job is complete. May continue through related jobs as well.

Qualifications: Appropriate to the particular decorating job. May be part of a Court familiarization phase leading into more directly related Court work with probationers, etc.

Status: Friends of the Juvenile Court got their start this way in the Washington, D. C. Court. It also seems to be an established activity in youth detention facilities or foster homes, such as Walter Beckham Youth Hall (Miami, Florida), Zebulon Pike Center (Colorado Springs), and Attention Home (Boulder, Colorado). Often the work is done informally or by volunteers whose main job is in other areas, and not under any formal title such as "Decoration Volunteer".

LIBRARIAN

Job: Developing or building a delinquency-adolescence Court library for the reference use of regular and volunteer staff. The materials may also be useful for probationers, their parents, local students and teachers doing delinquency study projects, or the community at large. The usual librarian activities will be involved; selecting, ordering, shelving, cataloguing materials; developing and maintaining an adequate check-out system, advising readers regularly of recent accessions, etc. Since a Court volunteer librarian will usually be in a low-budget situation, the volunteer librarian must cultivate alertness to sources of good materials available from national or local sources, free or at low cost. However, one must be wary of local donations of outdated or irrelevant material.

Time: 10-20 hours a week, and maybe more. Even in a small library in process of building, there's enough work for two or three volunteers here.

Qualifications: This is basically non-contact work. Little or no special Librarian training is necessary, but any experience is desirable, as are the qualities usually expected of a librarian such as organization, conscientiousness, accuracy of records, and knowledge of the subject-area of corrections, adolescence, etc., so that procurement of materials will be relevant. It may be that a local professional librarian will volunteer to assist and instruct your volunteer Court Librarian.

Status: Has existed in Boulder, one or two volunteers at a time, for almost two years. It has had a rather high turnover rate, however, with one exception. Salt Lake County Detention Center also has an active volunteer category in "Library Services". Lane County, Oregon, has a Library Board which provides support and assistance for the library at their Skipworth Home detention facility. However, our understanding is that this board works primarily on procurement of materials for the library rather than routine operation of it.

NURSERY AIDE, BABYSITTER

Job: The usual babysitting job, with one or more children, either in charge of it or assisting someone else. (1) In Boulder, volunteers babysit for children of other women volunteers while they are active on

Court work and must be away from home. Usually, the children are in the babysitter's home; (2) in Philadelphia the Nursery Aide works in a nursery setting, caring for the young children of parents of older children in detention while these parents are visiting the older children; (3) in Washington, D. C., many volunteers work in a similar nursery aide capacity with the younger dependent and neglected children who are wards of Junior Village. Depending on the setting in which they work, volunteer job-titles here are "Baby Care Volunteer", "Pre-School Volunteer", "Nursery School Volunteer", or "Infirmary Volunteer".

Time: Varies, but at least one or two hours a week seems a desirable minimum, contributed regularly, or consistently as requested.

Qualifications: The same as for a paid babysitter including maturity and experience. It is very desirable that the volunteer be willing to commit time regularly and as needed, so you won't be left high and dry when the service is needed. Teen-agers can do it as can mothers with their own very young children, who want to help in some way.

Status: Exists in Philadelphia; Washington, D. C., Junior Village; Boulder, and probably in several other places. Boulder has found such volunteers relatively difficult to recruit and retain. As with volunteer secretaries, it is very easy for babysitters to find more than enough paying work pretty much on their own terms. Also, it is often seen as far less glamorous than direct contact work with probationers. However, in Junior Village these volunteers work directly with the children who are the institution's reason for being, and the situation there may be quite different.

TRANSPORTATION VOLUNTEER

Job: A fairly frequent job, usually addressed to the probationers themselves, but can also be used for parents of probationers (especially lower-class, less mobile) and volunteers. In every case, the object is to convey persons from one location to another for purposes of receiving or providing Court services, attending Court meetings, etc. Thus, children may be transported to doctors, dentists, tutoring, counseling appointments, the airport or bus station, and institutions, or they may be taken on shopping trips, cultural tours, Court recreation activities, etc. This tends to free the probation officer from routine; especially since many probationers and parents will not have adequate transportation of their own.

Time: Varies, but the volunteer or some member of this volunteer group, should be on call as needed.

Qualifications: A driver's license, safe driving record, a car in good condition available as needed, adequate insurance coverage, enough basic knowledge of Court procedures for dealing with juveniles, to handle any situation which may arise in transit or know when it's necessary to check back with probation staff concerning such situations.

Status: Lane County, Oregon, has had a corps of transportation volunteers for some time. In Boulder, the Red Cross Transportation Committee contributes this service on call to the Court as well as other service

agencies in town. An interesting variation is the "Messenger Services" category at Salt Lake County Detention Center. This includes transportation of the above sort, but also shopping, pick-ups and deliveries for the Center.

Very frequently in other Courts, transportation is handled as part of the one-to-one volunteer duties of the sponsor, volunteer probation counselor, etc., without any special "transportation volunteer" title.

J. NEIGHBORHOOD WORK

Related Categories: "One-to-One", "Religious Guidance"

Introduction, Definition: The common element in this category is work in the high crime-potential neighborhood, with its people or with its physical environment, in order to prevent, control and rehabilitate. There is a strong preventative emphasis along with the rehabilitative one.

As yet, very little has been done using local Court volunteers. Almost everyone working in this area is semi-paid or fully paid, and specially trained.

DETACHED WORKER

Job: (1) Work with offenders or potential offenders in their natural environment, as street workers, neighborhood workers, etc; (2) Report significant neighborhood and individual developments to staff for their information. The Court will have to decide to what extent the detached worker has privileged communication in his neighborhood, and where and when they will take punitive or corrective action on whatever information they receive from the volunteer. Care must be taken that the role does not become simply one of "informer", especially since the detached worker's effectiveness may frequently depend on his not being identified as a Court person.

The job is essentially the same as when a paid worker performs it.

Time: 5-10 hours per week is probably a minimum.

Qualifications and Training: While professional training is not a necessity, this volunteer position is an extremely sensitive and responsible one. It is desirable that the volunteer possess some previous experience in the Court's one-to-one and/or group guidance program, having proven himself reliable and effective in such roles. Knowledge of the neighborhood and its leadership is also highly desirable, as is ability to fit naturally and unobtrusively in it; also, initiative, ability to assess and take needed action on one's own, maturity and capacity for objective observation.

Status: This volunteer position was experimented with off and on in Boulder for about six months, but is presently unfilled. The "Encounter Program Volunteer" of the Columbia Citizenship Council describes its

aim as having the college volunteer eventually, after a long training program, work with drug addicts on the street corner. Not much else is known to the editor about this program. The "Family Worker" job described below (q.v.) is similar to Detached Worker, but is a semi-paid position. Apparently, almost everyone who functions in this area is semi-paid or fully-paid, working full-time or nearly so.

However, many part-time local volunteers of the one-to-one variety (Section L) naturally broaden their concern to include their probationer's peers, family, and neighborhood, working with him in that setting. Sometimes this broadening is explicitly a goal of the program. For example, the Student Probation Officer of Topeka, Kansas, is expected to get involved with his probationer's family and friends as his relationship develops.

FAMILY WORKER

Job: These volunteers live in the neighborhood in which they work. Under regular Probation Officer supervision, they act as a resource person who can put the probationer and his family in touch with available services for the impoverished. The volunteer particularly concentrates on younger siblings of the offender, but he will work with anyone in the family.

Time: Essentially full-time.

Qualifications and Training: Much as for Detached Worker (above). It helps to have had life background experience in the type of neighborhood one works in; one must know how to fit in. VISTA training is required, at present.

Status: This job is currently filled by a number of VISTA volunteers in Denver Juvenile Court. These are nationally-recruited, partly paid, full-time workers, rather than the usual Court volunteer who is locally-recruited, unpaid, and part-time.

Note: VISTA volunteers work in about a dozen other U.S. Courts; our impression is that they tend to do similar neighborhood work in these other Courts as well.

LAMP LIGHTERS

Job: Committees are formed with the ultimate object of improving street lighting in high crime areas, i.e. neighborhoods that have required above-average police coverage and service because of high night-time accident and crime rates; also in centers of night-time activity such as hospitals, theatres, night schools, etc. The committee seeks support through TV, radio, and newspaper media. Committee members may be representatives from Chamber of Commerce, Metropolitan Planning Commission, Board of Works, etc., and they attempt to work through pressures on existing community agencies such as the above and the Board of Public Works, Traffic Department, City Engineer, etc.

Time: Varies widely.

Qualifications and Training: Trained speakers, persons familiar with public affairs, citizens who have and will use "lobbying" influence in the desired direction.

Status: Exists in Indianapolis, Indiana. The committee cites an increase of 1535 vapor lights in one year, plus 9120 modern lights which have been installed since 1960.

SPRUCE-UP

Job: Usually as club projects, cleaning up slum areas, hauling away garbage, enlisting the aid of house occupants in discarding their use-less household articles, junk, etc.

Qualifications and Training: A willingness and desire to help, combined with a certain amount of tact, patience, and sleeves-rolled-up physical work.

Time: Varies considerably.

Status: In existence in Indianapolis for some five years. In one month, 500 block clubs cleared away 42,000 tons of trash.

K. OFFICE WORK: CLERICAL, SECRETARIAL, ETC.

Related Categories: "Record-Keeping, Data Analysis", "Coordinator-Administrator".

Introduction, Definition: The purpose is to relieve regular office staff and Probation Officers of these more routine duties, freeing them for more demanding duties. Also, since volunteer programs tend to create more office work, it is desirable that volunteers themselves be able to absorb some of this work.

At its upper end of responsibility, this category grades into the more demanding duties of program coordination and administration; at the least these depend on an efficient office work base.

CLERICAL AIDE, CLERICAL VOLUNTEER, CLERICAL SERVICES

Job: Working under the supervision of regular administrators or office staff, specific tasks include: typing, filing, keeping records, answering telephones, making routine phone calls, mimeographing, collating and stapling materials, addressing and stuffing envelopes, keeping up "spot maps", and other clerical tasks.

Time: Varies, but to make it worthwhile for supervisors who have to stop and start the volunteer in her work, a minimum commitment of 5-10 hours per week is strongly recommended.

Qualifications and Training: Ability to keep confidentiality of records, accuracy, willingness to persevere in more routine work without soon

insisting on other more dramatic work, such as direct contact with probationers. High school graduate, or equivalent in experience is recommended, but the amount of training needed will vary with the nature of the task, e.g. typing (more) vs. filing (less). No matter how much previous experience the person has, she will first have to be oriented to the Court's way of doing things, such as filing and answering the phone. The volunteer should have a settled place to work.

Status: "Clerical Aide" and "Clerical Volunteer" positions have existed for some time in the Cook County and Washington, D. C. Junior Village agencies respectively. "Clerical Services" is a similar active category in Salt Lake. The "Secretary", "Typist", "Office Worker", and "Receptionist" categories described later in this section, are also related, and it is believed that many other Courts have this sort of volunteer position.

OFFICE WORKER

Job: Almost identical to "Clerical Aide" (see above), except that it may include some routine interview contacts with probationers and their families, and may show somewhat more emphasis on receptionist duties.

Status: A number of volunteers in Washington, D. C., Friends of the Juvenile Court.

PETITION AIDE

Job: The purpose is to relieve probation officers of paperwork, permitting them to devote more time to direct contact and other work. This is quite skilled paperwork, however, and this is probably the most skilled and demanding position in this general category. Duties include drafting and drawing up petitions for the Court, and sometimes, special research jobs of a legal nature. The Petition Aide may also be appointed as counselor for juveniles and their families who are before the Court.

Time: Varies widely, but several hours a week is probably a minimum.

Qualifications and Training: Legal background is a requisite.

Status: A number of volunteers in Washington, D. C. Friends of the Juvenile Court. Discontinued as a volunteer job as of October, 1967.

RECEPTIONIST

Job: The Volunteer Receptionist works in the Court during office hours. Duties consist of answering routine questions, verifying hearing dates and appointments, delivering files, escorting families to probation offices, keeping children occupied when necessary, filling out routine forms facilitating office functions, keeping waiting rooms comfortable and pleasant. This is a position in which volunteers can learn Court procedures needed later for other volunteer assignments.

Time: Probably, about five hours a week, on a regularly assigned schedule, as a minimum for making this job worthwhile to the Court.

Qualifications and Training: Organized, pleasant, tactful, appropriate personal appearance and manner, ability to fit smoothly in the Court structure.

Status: Exists now in Washington, D. C., Friends of the Juvenile Court, a number of volunteers. "Desk Service" at Salt Lake is much like this.

SECRETARY

Job: Similar to "Clerical Aide" and "Office Worker" but emphasizes well-developed typing skills, i.e. those necessary to prepare outgoing letters or documents, accurately and neatly. May also involve stenography and transcription of tape and other records.

Time: At least 4 or 5 hours a week.

Qualifications and Training: Adequate Secretarial and/or Stenographic skills.

Status: Has existed off and on in Boulder Court. Difficulty is that less skilled people take substantial amounts of staff time, supervising and correcting, while more skilled people frequently move on to paying jobs.

TYPIST

Job: Handle all kinds of typing and general clerical work in the Probation Department: letters, stencils, mimeographing, intake and processing, etc.

Status: These skills are involved in all the job titles previously described in this section. This particular job title exists at Royal Oak.

L. ONE-TO-ONE ASSIGNMENT TO PROBATIONERS

Related Categories: Tutor, Foster Parents, Religious Guidance, Neighborhood Work.

Introduction, Definition: These jobs have in common the assignment of a volunteer to work one-to-one with a probationer. Usually this is in his life situation outside the Court location and extends to include his family and friends, but sometimes, too, it occurs while he is relatively isolated in detention.

In this type of relationship, there are many variations, both as defined by the Court and by the volunteer, but most have in common: individual attention; support and friendship; acting as a good adult model; someone who will listen; helping the probationer develop social, school, and work skills to improve his opportunities, and at the same time

acting as a front-runner to help open up opportunities and resources to him (e.g. help find someone who will give him a job, give him needed medical or other attention, etc.)

One major variation, particularly in the Boulder APO or DPO, is for the volunteer to represent authority, the probationer's conscience. Therefore he is to report violations and enforce Court orders much as a regular probation officer does; still, however, in the hope that friendship will develop after the authority basis has been firmly established. In most other variations, the authority feature is de-emphasized, the idea being that the Court will be the "bad guy" authority, while the volunteer is the "good guy" friend.

Matching the volunteer with his probationer is far more art than science at this point. With rare exceptions, however, they are of the same sex, with the volunteer somewhat older...not necessarily a lot older. Common interests, actual or potential, are usually considered, too. With active anti-social boy probationers, thought is sometimes given to the relative size and strength of the volunteer to whom he is assigned.

As a rule, one-to-one volunteers are given a great deal of responsibility and autonomy in the handling of their case; their recommendations are carefully heeded by regular staff. Usually, some regular form of reporting is expected by the Court, but privileged communication with the probationer is usually allowed in some degree. But the degree of such freedom and privilege remains an open issue nationally, in the definition of this job.

With only minor variations, as indicated in the individual descriptions below, the kind of person - stable, mature, concerned - is considered to be more important than the kind of training. The vast majority of these volunteers have no professional training background for this particular work, e.g. social work, nor are they given much by the Court, although they may be professionals in other rather related areas; e.g. attorney, minister. Almost all are educated middle class people; in fact, both as problem and positive possibility, the gap between middle-class volunteer and lower-class probationer, is highly significant.

Some of the chief variations in this category are described below. One ought to add, too, the positions described under the following other sections: "Tutor-Educational Aide", "Neighborhood Work", "Foster Parents", "Religious Guidance". Indeed, except for office work, administration, materials and finance, almost all volunteer jobs centrally involve some sort of personal contact with probationers.

"Finance, Facilities and Materials" plus one-to-one volunteers, together comprise at least three-quarters of all Court volunteers engaged today. In the direct contact category this is far and away the most numerous Court volunteer job.

ASSISTANT PROBATION OFFICER (APO): Boulder

Job: Authority and responsibility for an individual probationer assigned one-to-one over a five to nine-month period. Job includes:

(1) Checking that the probationer follows rules of probation; (2) Attending to probationer's academic progress, social plans, living situation, needs for special assistance, and involvement with Court programs; (3) developing a support-friendship relationship within the above framework, as possible; (4) reporting to juvenile officers supervising the case, weekly, and being on call for any extra information on the case.

Note: The Volunteer Courts Manual to be published in 1968, will have a special section devoted to this program.

Time: Visits with probationer at least once weekly. Additional time for preparing and filing contact reports, consulting with regular probation officer supervisors or other volunteers. Part of sociology course required field experience during the year, but a number of college students voluntarily continue thereafter.

Qualifications, training: In almost all cases, a college student enrolled in a criminology-sociology course, as part of his field experience. The training background develops in the course itself, in a yearly Court APO Orientation Institute, and in on-the-job experience and supervision by professional probation officers. Successful APO's must be mature, understand and comply with Court procedures, and consistently commit themselves to the necessary time. Most recently, they must voluntarily choose the more demanding Boulder field experience, over other field experiences which would equally satisfy course requirements.

Status: Has existed in Boulder for five years, in conjunction with the University of Colorado Department of Sociology. An average of 15-30 collegians per year have worked in this program. Similarly-titled programs, though usually with less "authority figure" emphasis, exist in Denver Juvenile Court, Adams County Juvenile Court (Brighton, Colorado), Berkeley, California, and Durango, Colorado. In Adams County, the title is "Volunteer Juvenile Counselor".

The Deputy Probation Officer (DPO) position, described below is essentially identical in function; the difference in title signifies only that the position is filled by a non-college community adult, or occasionally by college students not doing this as part of coursework field experience.

ASSISTANT PROBATION OFFICER: Ferndale

Job: The same title as above, but a distinctly different position: (1) Act as big brother on a one-to-one basis; (2) act as counselor; and attempt to encourage the probationer in completion of education or in locating regular employment.

Status: Ferndale, Michigan, for a year or more.

BIG BROTHER

Job: A screened male volunteer counsels a boy and his family, taking him on outings, sports events, etc., using every reasonable means for the boy to achieve self-reliance and form value judgments. Usually this is done on a preventative basis, rather than with actual probationers,

but the Court may arrange to secure Big Brothers for its probationers.

Time: About 4-5 hours weekly.

Qualifications: Volunteers should be carefully screened although no previous training in counseling is necessary. They should possess maturity in judgment and act as a male model for a boy who is, in most cases, fatherless.

Status: A national organization which exists in most major cities, Lane County, Eugene, Oregon; and High Point, North Carolina; and Colorado Springs, Colorado are examples of Courts with rather more than ordinarily close relations to the Big Brother organization. But usually, the organization is a resource for the Court, not a part of it under its direct control. An exception is the "Juvenile Rehabilitation and Big Brother" program of High Point (see Section P) which is under Court control.

BIG SISTER

Job: Similar to Big Brother. Here women volunteers attempt to promote a friendly supportive role applying to all aspects of a girl probationer's life, or preventatively so the girl never gets to the probationer stage.

Status: Like Big Brothers, Big Sisters is a national organization independent of the Courts. However, Muskingum, Ohio Court has its own Big Sister program, as does also, the Teen-Aid in Philadelphia, since 1959. Social Work Associate program described later in this section, is administered through the local Big Sister agency.

CASE AIDE: Lane County

Job: The emphasis of the case aide program is not in the area of counseling but rather in providing people who can share their free time with youngsters in need, and help find and develop resources for these youngsters. The Case Aide works on a one-to-one basis with a problem youth, attempting to provide the youngster with a positive adult model, and with someone who cares about him. He also gives concrete assistance in job finding, providing recreational opportunities. Finally, he may also take other special assignments such as: assisting with stenography, public relations, etc.

Time: Varies considerably, between 2-6 hours weekly.

Qualifications, Training: May be a housewife, merchant, University student, etc. Half of the male Case Aides were recruited from the blue-collar worker group.

Status: Has existed for some time in Lane County, Oregon.

CASE AIDE, PROBATION AIDE: Friends of the Juvenile Court

Job: (1) Works with one low-risk juvenile probationer and his family, consulting case information, the child, parents and teachers, and interested parties, to help formulate a helping program for the child; (2) acts as

friend and counselor; is aware of community resources such as employment possibilities, neighborhood programs and other special services. As the relationship develops, participates with the child in recreation and enrichment programs which are available in Washington area; (3) makes use of other services offered by the "Friends" such as clothing, job registry, special tutoring program, etc.; (4) must be prepared to give a monthly progress report to her supervisor and to participate in an evaluation of her work with the child.

Time: About 4 or 5 hours per week.

Qualifications: Maturity, friendliness, punctuality, initiative and imagination, attention to detail, ability to accept supervision. Recently, there has been a required three-evening training course for a related category, Intake Aide, and this probably includes Case Aides as well.

Status: Exists at Friends of the Juvenile Court, Washington, D. C. The "Case Aide" and "Probation Aide" titles are essentially interchangeable. The "Case Aide: Intake" position described just below appears to be very similar too, except for being used in lower-risk cases, preventatively and informally.

CASE AIDE, INTAKE; OR INTAKE AIDE

Job: Works in the interval between intake and intake hearing. (1) The Intake Officer decides after his first interview with the child and his parents, whether or not the services of an Intake Aide would be useful and if so, proposes it to the parents. An Intake Aide may be assigned whether or not the case is held over for hearing. If the case is dismissed and the parents want the services of an aide, the aide meets with the child, parents and Intake Officer and assumes the same duties as if he were Case Aide or a Probation Aide (see above). With the consent of the parents, the intake officer supervises the performance of the aide and his relationship to the child for a period of three months. The aide may continue after that time on his own. (2) Where a case is held over for hearing, the Intake Aide acts as a Case Aide until the time of the hearing. If the child is placed on probation, the probation officer will decide whether or not to retain the services of the Intake Aide. (3) The Intake Department sees this as a revolving corps of case aides for the use of its social workers - in the hope that an interested party can keep these children from being picked up for a second offense before the hearing for the first one. Though, with the addition of a third judge to this Court, the time lag between intake and initial hearing has been considerably lessened, a continued development of the program under Item 1 above, is foreseen.

Time: 4 or 5 hours weekly.

Qualifications: Same as for Case Aide, Probation Aide. A three-evening training program is presently required, before beginning work.

Status: Exists in Friends of the Juvenile Court, Washington, D. C. Very similar to the "Case Aide, Probation Aide" program described just above. It also appears to be an extension of the "Intake Volunteer" position described in the section on "Information on Probationers".

DEPUTY PROBATION OFFICER (DPO)

Job: The same as "ASSISTANT PROBATION OFFICER: Boulder" as described above, except that it is filled by a community adult or, occasionally, a non-coursework collegian, instead of by a student as part of his fieldwork experience for a sociology-criminology course. One special advantage is that non-college DPO's are more likely to be able to continue working with probationers over the summer.

Time: At least several hours weekly; at least one visit a week, and commitment to keeping up the relationship as long as necessary. This may be a year or more.

Status: Has existed in Boulder about two years, and a similar category exists as of recently in Adams County Court, Brighton, Colorado.

INTAKE AIDE

Used interchangeably with "Case Aide, Intake" described above.

LISTEN-TO-A-CHILD

Job: Listen-to-a-Child in a juvenile detention home. Starting from only that basis, hope to develop a friendship-supportive relation.

Time: A few hours weekly.

Qualifications, Training: Inservice training is provided.

Status: Exists in Dade County Juvenile Court, Youth Hall Division, six or seven such volunteers.

PROBATION AIDE

The title is used interchangeably with "Case Aide" at Friends of the Juvenile Court in Washington, D. C. Described above.

PROBATION OFFICER AID

Job and Status: We know nothing of this program except the following description, which reached us recently, identified as commencing this fall in Bronx Family Court of New York City, in conjunction with the Columbia Citizenship Council (Columbia University college students).

"Aims of the Probation Officer Aid program:

1. Furnish an opportunity for the college student to get experience in the mechanisms of the Courts and the probation office.
2. Developing an interpersonal relationship with the adolescent on probation, showing him that someone cares about him, something that may have never occurred before. The volunteer would be available for consultation concerning personal problems and also tutoring.

3. Clarification of various aspects of the case which might aid in shortening or terminating parole.
4. Possibly, using the volunteer to do some of the work of the probation officer, thereby shortening the amount of time the probation officer would have to spend per case and thereby making it possible to increase the number incorporated in his case load."

SOCIAL WORK ASSOCIATE (SWA)

Job: Working with delinquent or potentially delinquent girls, this volunteer assumes many of the social work tasks ordinarily thought to be within the province of the professional staff worker. She is also expected to make a particular contribution of her own, using her own life experiences creatively in the service of the disadvantaged, economically-deprived girl, helping her mobilize her own strengths and also tap community resources more effectively. The volunteer is given social work responsibility for cases, under professional supervision.

Time: At least a few hours weekly over a fairly extended period, presumably at least 4 or 5 months and perhaps much longer.

Qualifications: These women volunteers are carefully screened, and are put through an intensive training and job placement program. Training and supervision after formal training, are inseparable. One follows from the other. Training is by the Training Center for Community Programs, University of Minnesota, Minneapolis.

Status: Has been in existence about two years. About 25 SWA's are currently active. They are trained in a special program of the University of Minnesota, then work under the supervision of the local Big Sister agency.

SPONSOR

The sponsor is assigned to a young adult probationer, to work supportively in the broadest sense, on the basis of trust and confidence. Especially as the relationship develops, works in life situations, not at the Court. The sponsor helps the probationer where ever he can: with employment, marital problems, etc. While probationers are initially ordered to report to sponsors, it is hoped the relationship will soon develop a self-directed desire to continue it on the part of the probationer. The sponsor reports regularly to the probation office; his recommendations are welcome and considered seriously by the court.

Time: Varies, but several hours weekly is probably a minimum.

Qualifications: Known to the Judge or Court staff as a person of good character, warmth and experience, capable of inspirational guidance. Maturity is necessary and he or she must usually be somewhat older than the probationer. Some counseling-related experience is desirable.

Status: A core program at Royal Oak for 5 years. Several hundred volunteer sponsors have participated; at least 100 are currently active.

STUDENT PROBATION OFFICER

Job: Local university students serve in a combined "big brother", "social worker" role, assigned one probationer, but with the expectation that the relationship may broaden naturally to include his friends and family. Some SPO's have several probationers to work with, from the beginning.

Time: A minimum of one weekly visit with the assigned juvenile, plus weekly visits with the staff counselor, and one or more in-service training meetings per month.

Qualifications and Training: Insight, imagination, ingenuity. These are university students at the graduate level. Most are law students but some are psychiatry trainees, working as part of their field experience. The latter seem to be in a somewhat different role, however, more as consultants and counselors.

The SPO's inservice training is usually quite broad in coverage, as conducted by Court staff and professional consultants, including child psychiatrists, the Welfare and Police Departments, and the local school system. Supervision, coordination and guidance is under the Chief Probation Officer and in regular meetings of volunteers with a consulting psychiatrist.

Status: In Topeka, Kansas, about 20 volunteers per year for past several years.

TEEN-AID INC.

Job: The Teen-Aid volunteer is dedicated to the rehabilitation of adolescent girls assigned to her by the Court. She works in a Big Sister role, attempting to provide solace, strength, and helping the girls develop self-reliance, poise, and appropriate values.

Teen-Aid Inc. is a distinct organization though working closely with the Court and regularly accepting assignment of juvenile girls from them. A detailed description of this program is in an article by Dr. Leonard Rosengarten: "Volunteer Support of Probation Services" in the January, 1964 issue of "Crime and Delinquency".

Time: At least a few hours weekly.

Qualifications: Mature, concerned woman, good adult model. Some training given by Teen-Aid.

Status: Has existed in the Juvenile Division Philadelphia County Court, for four or five years. Well over 200 women have served as Teen-Aid volunteers.

VISITATION VOLUNTEER

Job: Visit girls in Philadelphia institutions who normally receive no visits from family or friends.

Status: Exists in Juvenile Division of Philadelphia County Court. Salt Lake has a position titled "Friendly Visiting".

VOLUNTEER COUNSELOR

Job: The Volunteer Counselor is assigned a juvenile probationer and attempts to furnish him with a positive male identification figure, acting as a concerned friend, rather than an authority figure.

Time: At least one hour a week with probationer, additional time for program-related meetings of volunteers and staff.

Qualifications, Training: Individuals with superior educational backgrounds -- a minimum of several college-level behavioral science courses and/or an extensive background in organizations such as Scouts, Big Brothers, or YMCA Youth programs. A sincere interest in LISTENING to children and young adults. Persons who have been professionally engaged in Social Work, school counseling, nursing, and other helping professions are particularly well-qualified.

The work also involves some outside reading and regular staff sessions with professionals to evaluate progress and events in each case.

Our understanding is that this program began with local college students and their faculty advisor (Educational Psychology Department), but now also includes adults (males) from the community.

Status: In Lincoln, Nebraska, this program is now in its third year.

VOLUNTEER PROBATION COUNSELOR

Job: A one-to-one helping relationship with a young adult offender, including counseling, helping the offender get off the inadequacy-and-offense track, prepare for positive opportunities in employment, etc., and achieve them.

Time: A minimum of one hour per week, over a one-year period. If after a year, the volunteer wishes to sign on for another year, he will usually be permitted to do so.

Qualifications, Training: Any concerned, successful person, with an interest in helping people. Volunteers have been middle class people, usually with some professional background though not in this particular job; for example lawyer, teacher, businessman, etc. but there are also housewives and non-professional people.

Before assignment, each Volunteer Probation Counselor goes through a well-developed orientation and training course, three full evenings organized jointly by the Court and the Denver University School of Social Work.

Status: Has been in existence 15 months at Denver County Court. Input is about 50 volunteers a month and about 400 volunteers are presently active in the program. We believe it is presently the largest single volunteer program in the country.

A few months ago, a similar program began in Jefferson County Court, Golden, Colorado, and in fact their volunteers train in the same sessions, right along with the Denver volunteers.

VOLUNTEER PROBATION OFFICER

Job: Supplementing the work of regular staff, each volunteer works under the guidance of a regular probation officer, but carries substantial responsibility for the supervision of his assigned probationer (usually, a young adult misdemeanant).

Time: At least an hour or two a week.

Qualifications: A mature, concerned, citizen willing to hold to the necessary time commitment.

Status: The above description is a new program at Mercer County Court, Trenton, New Jersey. Identical or almost identical job titles in similar programs exist also in Kalispell, Montana; Rapid City, South Dakota; Ferndale, Michigan; Elkhart, Indiana; and probably in several other Courts.

Note: Though this register concentrates on volunteer probation services, it is worth recording that a very similar kind of one-to-one position exists in parole, in several places. A notable example is the Parole Adviser who works for the Pennsylvania Board of Parole.

M. PROFESSIONAL SKILLS VOLUNTEER

Introduction, Definition: It is commonly thought that "volunteer" means "sub-professional". Nothing could be further from the truth. Nationally, at least ten per cent of Court volunteers are professionals, contributing their services as professionals. In fact, several Courts began their volunteer programs around a core of volunteer professionals, and continue to keep them at the heart of things, supervising other volunteers, consulting, providing professional services. In addition, many volunteers without special training nevertheless assume duties and responsibilities bordering on the professional or as an aide to professionals.

Just about every conceivable professional service that could be rendered a Court probation department is in fact being rendered by a professional-as-volunteer, in one or more Courts today. There are too many positions to describe each fully. Simply listing them should sufficiently suggest their nature and usefulness. Notation is made of one or more Courts which have a particular volunteered service, to enable interested readers to contact them directly for further details. Some of the functions also overlap with volunteer positions described elsewhere in this job register.

The services are either on an "on-call" basis or regularly contributed. They are usually rendered directly to probationers at Court request, but sometimes, professional contact is principally with Court staff in staff training, as providers of information on probationers, and as expert consultants on a case. Cases where staff as well as probationer contact is a prominent feature, are marked with an asterisk in the following list.

Some Professional Skills Currently Contributed to Courts

Audiologist*, Boulder, see "Information on Probationers" section.

Cosmeticians, Cosmetologists, Barbers, professionally certified, conduct classes and provide general grooming advice for probationers in Lincoln, Nebraska. A similar program exists in Denver Juvenile Court's "Charm School", and in other Courts.

Dentist: Several dentists in Lane County, Oregon, donate free dental aid to neglected or indigent children who are wards of the Court.

Educators*, Teachers, etc. may assist in testing and interpreting aptitude, interest and I.Q. scores, and as consultants or participants in the Court tutoring program (Boulder, other Courts). In Lincoln, Nebraska, an educator is instrumental in the administration of their college student one-to-one program.

Employment Counselor: Holyoke, Ferndale, Royal Oak.

Guidance Counselors* assist in many Courts; for example, some people with this professional background are Associate Staff Counselors at Royal Oak.

Insurance*. A professional insurance agent contributes advice to the Boulder Court on program insurance problems which may exist, e.g. as regards liability, work insurance, etc.

Legal Consultants*. Attorneys, may assist the Court with legal matters pertaining to programs (e.g. Boulder, drafting liability waivers, drawing up articles of incorporation for a group foster home or a Court program assistance fund) or in direct legal services to indigent probationers (such as Legal Aid). Petition Aides in the Washington, D. C. Court (see Office Work) also need substantial legal background.

Librarians* can assist in many ways with Court library, and advise any volunteers who may be involved in developing or running it. They can also watch out for books of interest to the Court, etc.

Marriage Counselor. Royal Oak.

Ministerial Services. See section on Religious Guidance. Exists in a number of Courts including Royal Oak, Lane County, Boulder.

Occupational Therapist. Junior Village, Washington, D. C.

Optometrist* to administer and interpret optometric screening results on probationers. Boulder (see "Information on Probationers" section).

Physician. On call to provide medical services for indigent probationers. Occurs informally in several Courts.

Psychiatrist*. Regularly lead group discussions in Royal Oak; on call for individual therapy in Royal Oak and several other Courts. Works as advisor for student one-to-one volunteers in Topeka, Kansas.

Psychologist: Clinical or Guidance*. On call to provide therapy to indigent probationers, at consonant fees or no fees, as requested by the Court; also consulting with one-to-one volunteers on their cases. In Royal Oak (Associate Staff Counselors, Chief Counselors); in Boulder (usually, Ph. D. clinical graduate students in practicum) and probably in at least several other Courts. Volunteered services may be provided on an agency as well as individual basis.

Psychologist: Test Interpretation*. See section on "Information on Probationers", Boulder.

Remedial Reading Specialist. Boulder, probably several other Courts.

Researcher. See section on "Record-Keeping, Data Analysis". Can be a psychologist, sociologist, etc.

Social Worker*, Psychiatric Social Worker*. May work directly with probationers, but often functions as a consultant to regular or volunteer staff. Ferndale, Boulder, etc. Services may be contributed on an agency as well as individual basis.

Sociologist. As faculty advisor to student trainee volunteers in Boulder and Durango, Colorado, in Court research, etc.

Speech Therapy. Junior Village, Washington, D. C.

Teacher. See Educator.

Therapist. May be a Clinical Psychologist, Psychiatrist, guidance specialist, psychiatric social worker, etc. Each of a group of therapists agrees to be on call to the Court for continuing therapeutic counseling of one probationer, or a limited number of them, on a pay-as-you-can-basis. The probationer or his family has a fee established consonant with their financial status, ranging from the usual rate to no charge whatsoever. Royal Oak, Michigan, several other Courts.

N. PUBLIC RELATIONS, COMMUNITY EDUCATION

Related Categories: Advisory Council.

Introduction, Definition: This is a very broad area, having in common, conveying the philosophy, approach and the goals of the Court to various sectors of the community, with a view to improved public relations, public awareness of problems, and support for Court programs. (Special cases include a relatively specific recruiting message; also "warning" material disseminated to potential delinquents.) The targets for the Court's message may include a number of distinct types, e.g. the community-at-large, youth, potential or actual volunteers, parents of probationers, or probationers themselves. Media include both the written and spoken word.

Volunteer usage appears to be relatively sparse in this area, and not

much information is available on it. Though not often occurring as a special title, the work is often done along with other duties by Advisory Council Members, Coordinators and Administrators (see those sections).

NEWSLETTER EDITOR

Two distinct purposes can be served: (1) getting news of Court activities out to the community and/or (2) assisting communication and a feeling of belonging, among volunteers. Only the last-mentioned is covered here. The job is to interview news sources in the Court, and prepare stories for a monthly newsletter. Other volunteers can assist the editor in typing, mimeoing, and distributing (the latter may be a big job) or one volunteer could conceivably do it all.

Time: About 10 hours for each issue, more if editor is also required to handle typing, mimeographing and distribution, which is by mail, or at volunteer meetings, or in volunteer letterboxes.

Qualifications: Some reporter-type experience desirable but not necessary. An eye for and interest in news is what counts, and ability to write clearly and interestingly. A certain amount of tact in selecting and phrasing news material, is also desirable.

Status: The position has been filled for one year by a Boulder volunteer, who produces a monthly newsletter for volunteers. Washington, D. C., Friends of the Juvenile Court, has such a newsletter and is looking for a volunteer to take it over. A number of other Courts also have newsletters, but some are addressed to probationers or to the community rather than to volunteers.

PUBLIC RELATIONS (TEEN-AID, PHILADELPHIA)

Job: Explain to family the nature of a juvenile's sentence and what it means: also where institution is located...and when the child can be visited.

Status: Teen-Aid, Philadelphia.

SPEAKERS' BUREAU

Job: The Volunteer Speakers inform the community about Court Volunteer Programs, and conserve staff time by moderating a slide tape show, and answering questions afterwards.

Time: Varies.

Qualifications: Some speaking experience desirable but not necessary. Personal experience and training in a volunteer program is useful.

Status: Exists as an organized program in Lane County, Oregon. Less formally, many other Courts permit or encourage their volunteers to carry the Court's message to their own community groups.

SPECIAL PROGRAM AIDE

Job: The Special Program Aide is assigned to a staff or volunteer committee that has a specific function to fulfill, i.e.: Adoption and Foster Home Recruitment Committee, Meetings for Foster Parents, Christmas Gift Fund for Foster Children, Special Needs Fund for Foster Children, Agency Publication Committee, or Talent Program for Foster Children. The Aide makes community contacts, secures speakers, arranges meetings, handles publicity, and assists with special agency programs (camps, cultural enrichment activities).

Qualifications: College training or equivalent experience. Able to organize, carry through specific tasks, work well with groups. Skills in writing, poster making, public speaking and community liaison work are useful.

Status: Exists in Cook County, Illinois, Department of Child Welfare.

TALKS FOR PARENTS OR PROBATIONERS

Job: Community specialists or leaders volunteer their time to speak to parents or probationers on subjects such as religion, the law, probation, education, tobacco and alcohol, family problems, and their solutions..., etc. A regular lecture series is scheduled and publicized each year.

Time: Appropriate to preparation and delivery of the talk.

Qualifications: Expertise in the lecture area; ability to present material interestingly and at the proper level.

Status: Exists in Omaha, Nebraska. At least several other Courts do similar things, usually on a less regular basis. A recently begun program in Royal Oak is very similar. Here, the Alcohol School Instructor plans and teaches a 6-week course, with facts on alcohol. Young adult probationers are assigned to the school by the Judge, and pay a tuition fee of fifteen dollars.

WRITTEN INFORMATIONAL AND PROMOTIONAL MATERIAL

Job: "Newsletter Editor" (above), is one aspect of this, but, volunteers can also prepare and help distribute pamphlets, brochures, announcements, and even posters.

Time: Varies.

Qualifications: Knowledge of area. Some writing experience desirable but not necessary; thus, where teenagers themselves may prepare some of the material, adult writers may edit it.

Status: Boulder, Cook County, Indianapolis, and elsewhere.

Note: "Clipping Service", described in the "Miscellaneous Court Services" category, is relevant here as well. So is Child Welfare Aide ("Foster Parents").

O. RECORD-KEEPING, DATA-ANALYSIS

Related Categories: "Information on Probationers", "Office Work", "Coordinator, Administrator".

Definition, Introduction: This category blends into "Office Work", particularly as somewhat more sophisticated record-keeping. It also relates to "Information on Probationers", but differs in that the information here tends to be after probation has begun, rather than before. It may involve assessing the impact of programs on individuals or groups of probationers, or simply keeping clear status records on them. This impact sort of thing is what Courts are normally in the dark about, for lack of time and personnel to do the analysis or funds to hire them. There seems to be some prospect that volunteers can help here, although their usage in this category is still minimal and sporadic. The format below is partly in recognition of this; actually, very few formal job titles of the type given, exist in the area, even though the functions are performed as indicated. Also, the various titles are arranged to blend into one another, in roughly ascending order of special skills required. "Time", "Qualifications", and "Status" information are presented only once, at the end of the list.

RECORD-KEEPING: Keeping accurate and accessible records of probationer program assignments, school and employment records, legal papers, review hearings...all the file information that will enable immediate and ultimate evaluation of the probationer's status and reaction to Court probation programs. This may include facts and figures, such as school grades, test results, dates of assignment, and also the impressions of people working with the probationer.

DATA COLLECTION: Much the same as above, but emphasizing facts and figures necessary for impact evaluation of programs on probationers, individually or collectively.

DATA-CODING: Checking and preparation of materials for analysis, usually machine analysis. Preparing tabulations, code sheets, etc., checking carefully for errors, etc. An extension would be preparing data decks for machine analysis.

DATA ANALYSIS: Statistical Analysis of the above data to give the Court some idea of how its programs are working. Likely to require at least basic arithmetical operations on tabulated figures, and may go on to computation of relatively sophisticated statistics such as arithmetical mean, standard deviation, correlation coefficient, t-test, analysis of variance, chi-squared, etc. The volunteer must also be able to present results intelligibly and concisely in reports, charts, graphs, etc.

RESEARCHER, with all this implies in the Court-related fields of sociology, psychology, and social work. It is usually assumed that outside funding is a requisite for such research, and indeed it is highly desirable. But if there is a University or other research agency in your area, they may well find your records and data of the highest interest, and gladly assign, say, a graduate student to work some of it up in research form, without charge to the Court. In such

cases, it is well for the Court to require (1) that the information gained be of use to the Court as well as the research agency, and be reported to the Court in meaningful form, (2) that confidentiality of individual records be fully respected and (3) that there be a minimum of interference with regular ongoing Court operations.

For All Job Titles Above:

Time: Varies, but be sure you have a person who will persevere until the analytical job is finished, or long enough on lower-level jobs so that you don't have to re-orient a new person every few weeks or months. This quickly amounts to making it harder on regular staff than if they had to do it themselves.

Qualifications, Training: Accuracy, conscientiousness, persistence, and regularity in the job, are always necessary, as is fairly considerable staff orientation at first, i.e. as to location of records, definition of Court terminology, procedures, programs, etc. Ability to preserve confidentiality of records is a requisite, and legible handwriting is also important (at all levels but for researcher, where secretaries have agreed the case is hopeless anyway).

At intermediate levels the specially appropriate skills needed will be evident; for example, some statistical training, ability to operate desk calculators, key-punch, etc. To some extent, regular staff or volunteer consultants may be able to train the volunteer somewhat, but few Courts can or would care to mount special training programs in such areas. As for "Researcher", this is a specialized field. Be sure the volunteer has professional credentials and experience, or is thoroughly supervised by someone who has them.

Status: All the above jobs have existed in Boulder at one time or another in the past two years, and similar tasks are frequently performed by volunteers with other titles, for example, record and data-collection by the administrators in Royal Oak.

Boulder experience is one of uneven success in this job category. Candidates are relatively few, turnover quite high, with preference strongly running instead to positions involving direct contact with probationers.

P. RELIGIOUS GUIDANCE

Related Categories: "One-to-One Assignment".

Introduction, Definition: These jobs have in common attempting to put the youngster in closer touch with resources of religious guidance which normally, offenders lack. There are probably many similar positions other than those recorded below. Usually, volunteer ministers are the central figures in this service, but sometimes they call upon their parishioners for assistance, too.

CHURCH REFERRAL MINISTER

Job: The Court refers selected cases to each of a number of local ministers. These ministers have volunteered to devote special attention to probationers who have indicated membership in their denomination, and to their families as well. (Some ministers have also volunteered to work with youngsters of other faiths.) Goals and approaches vary widely with the individual minister and case; they include pastoral counseling and integration with the religious and social activities of the church.

The minister is expected to consult periodically with the Probation Officer who supervises the child. Routine program administration is handled largely by a lay volunteer as coordinator.

Time: Varies widely.

Qualifications: Minister and parishioners he may select to help in the case.

Status: About 30 such referrals have been made in Boulder, over the past nine months.

MINISTER OF THE MONTH

Job: Via the local ministerial association, ministers volunteer to work one month a year in a Juvenile Detention Home. They have breakfast with the children on Sunday mornings, and conduct short, informal, voluntary church services. Ministers are also encouraged to visit during the week, and participate with the children in social activities in order to establish a closer relationship. They are available if the children should want to talk with them individually.

Qualifications: Minister. Before starting their month of service, ministers receive a brief orientation on the functions of the Juvenile Department, the role and philosophy of detention, the needs and problems of children, with suggestions as to how to be most helpful to the children.

Status: Exists in Lane County, Oregon, Juvenile Department and Skipworth Home. A similar position exists in the Dade County, Florida, Juvenile Detention Home, and quite likely in a number of other similar facilities.

RELIGIOUS GUIDANCE

Job: Many denominations provide regular religious guidance, for probationers who indicate membership in their denomination. Ordained ministers of all faiths are available to conduct regularly scheduled services and are "on call" to speak with children who request consultations. These ministers or chaplains also meet (1) with parents in their homes and at places of worship in the local community, (2) with caseworkers and other professional persons involved with children in connection with situations

and considerations wherein religious guidance is involved, and (3) with members of the organization's administrative staff to aid in organizing and developing effective programs which concern all children in the community.

Time: May vary from daily to monthly consultations or visits.

Qualifications: Minister.

Status: Exists in Lincoln, Nebraska.

SPIRITUAL REHABILITATION

Job: If and when a probationer indicates a desire to have a church home, his denomination is ascertained and a clergyman or lay person of that denomination will contact the probationer, take him to church, attempting to insure a warm welcome. It is hoped that the probationer will thereby be encouraged to attend this church of his choice regularly.

Time: Varies widely.

Qualifications: Clergy or lay membership in the church which volunteers this service; willingness to undertake this responsibility.

Status: Exists in Royal Oak, Michigan.

Note: In a number of Courts, churches are important sources of volunteers for work with individual probationers, including religious guidance, though not restricted to it. A good example is the "Juvenile Rehabilitation and Big Brother" volunteer of High Point, North Carolina. This volunteer does most of the things that one-to-one Court volunteers typically do (see Section L) but the local Baptist Church provides the recruits, and one of the important program goals is to lead both the child and his family to an acceptance of Christ.

Q. TUTOR, EDUCATIONAL AIDE

Related Categories: "Arts and Crafts", "Home Skills", "One-to-One Assignment", "Public Relations and Community Education".

Introduction, Definition: There are many variations of essentially the same job. The need is clear; juvenile offenders are notorious under-achievers academically, with related conduct problems in and out of school. Typically, the tutor relationship is initially targeted on specific marginal subject areas, but it tends to broaden to general learning-enrichment experiences shared together, and to supportive-friendship relationships. The scope for independent volunteer action varies from only assisting a regular teacher, to important and flexible responsibility for the learning process itself. Some liaison with the local school system is usually maintained (see "Tutor Program: School Liaison" in Section C).

This job is attractive to volunteers, for it is a limited and in a sense, secure position, yet with possibilities for later broadening.

Many jobs of the type exemplified below exist in some variation in some Courts. Also, Junior Village, Washington, D. C. and Dade County, Florida, Juvenile Courts are planning them. In addition, many one-to-one volunteers, such as volunteer probation officer, tutor along with other aspects of their job.

EDUCATIONAL AIDE

Job: The Educational Aide provides individual foster children with special educational opportunities. Duties include assistance with regular school work, direct help in specific subjects, or general home-work help. Plans for tutoring are coordinated with the schools by the caseworker, and tutoring may occur in a number of locations.

Time: Varies; probably at least several hours per week.

Qualifications: An Educational Aide should have training or experience in teaching and be qualified in the subject she would teach; skill in the application of educational techniques; effectiveness in presenting ideas and facts; initiative; resourcefulness and dependability. She should be able to accept children with problems and relate to them in a positive way. Finally, the Aide should be able to accept supervision in the broad areas of her assignment.

The Educational Aide is periodically evaluated in her work.

Status: Has existed for some time in Cook County, Illinois, Child Welfare.

JUNIOR CADET INSTRUCTOR

Job: A retired or reserve naval officer holds basic military-type training sessions with a group of boys under detention. This has its recreation and pride features, too; for example, the boys learn to drill, or they acquire navy-type hats, uniforms, etc. It is primarily a learning experience, however; learning something about mutual support and discipline as they work together, acquiring skills that will later help these boys, most of whom are destined for some military service.

SCHOOL VOLUNTEER

Job: Similar to other tutor-type jobs; except the volunteer is in the role of an assistant to a regular teacher, and works with children on the playground as well as in the classroom.

Status: Exists at Junior Village, Washington, D. C.

STAY-IN-SCHOOL VOLUNTEER

Job: Volunteers tutor, counsel and keep in close contact with potential or recent school dropouts, providing educational opportunities to assure adequate supervision of a greater part of their day, with the ultimate aim that the youngster return and complete his schooling.

Time: Probably between 3-4 hours per week.

Status: Exists in Indianapolis, Indiana. It commenced as a pilot project in 1962 with 28 women successfully returning 28 juveniles to school. About 750 volunteers are currently in the program, which overlaps "Stay-in-Job", described in Section D, "Employment".

TALKS FOR PARENTS OR PROBATIONERS

Job Qualifications and Status: Mentioned also in "Public Relations and Community Education", Section N, this also applies here. A volunteer expert gives a talk or a series of talks to probationers or their families on such subjects as tobacco, alcohol, family problems, law and probation, education, religion, etc. The series is made as interesting as possible in presentation, i.e. with slides, films, open discussion, etc.

It seems to be the kind of thing community people are ready to do. Only be sure the person is an expert in his area and will give a lively but factual presentation. Omaha, Nebraska and Royal Oak, Michigan, have such programs at present.

TUTOR: Boulder

Job: (1) Meet regularly one-to-one with assigned probationers, to improve their school work, develop new interests, increase their motivation toward education; (2) Where necessary, plan lessons and assignments, and extra materials or topics (sometimes educational activities), which will assist the juvenile; (3) Report regularly after each tutoring session, on the juvenile's progress, attitudes and particular needs; request any special materials that may assist tutoring; (4) Initially at least, meetings are at an assigned location, with other tutor-tutoree pairs, but as relationships develop, more informal settings may be chosen, and more broadly supportive-friendship features may be developed.

Time: Varies. One program requires a minimum of one meeting a week; another program requires two meetings, a minimum of five hours per week. Typically, as more informal contacts develop, and when lesson planning is considered, 5-10 hours a week is involved.

Qualifications: Formal training as a teacher or in education is not necessary, though it is considered useful if it exists. A high school graduate minimum of education is required, with adequate knowledge of relevant subject-matter to be taught. (This, too, need only be minimal in order to exceed substantially what the underachieving probationer will know.) Emphasis is on imagination, patience, perseverance, intensive personal interest in the youngster - the very things which are necessarily in shorter supply in the formal classroom situation.

Status: One program has existed in Boulder for 18 months in the City of Boulder; another for 12 months in a smaller town in the Court's jurisdiction. About 75 volunteers have participated in the past, and about 50 are working now.

TUTOR: Holyoke

Job: Similar to Boulder except (1) more emphasis on counseling as well as tutoring, and (2) qualifications.

Qualifications: (1) Teachers, or (2) college students with psychology, sociology, or education background.

Status: Exists in Holyoke, Massachusetts.

R. OTHER CATEGORIES

Introduction, Definition: These are volunteer positions which do not fit easily into any one of the other categories or, indeed, with each other, because of their complexity or uniqueness. This uniqueness is itself of interest, for it represents potentially new and different dimensions of volunteer usage. However, many of these jobs do not center on rehab services for offenders.

COURT SERVICES

Job: Refers to a complex group of Court-assistance volunteer programs currently under development, including casework, advisory and clerical support, serving as (1) Assistant Probation Officers, (2) members of the Court's Advisory Council, or (3) individual researchers.

Status: The Columbia Citizenship Council, a college volunteer-recruiting and placing organization, is developing these positions for use in New York City Courts. This group is typical of some 15 such college organizations around the country, each based on a single college, and providing services not only to Courts, but to correctional institutions, parole programs, mental health centers, public welfare, etc. Colorado Clearing House, at the University of Colorado (Boulder) is another active organization of this type.

COURT WATCHERS

Job: Volunteers attend hearings at criminal, municipal and juvenile Courts to observe the impartiality and effectiveness of the justice carried out. They compile charts which show patterns in the age levels of the defendants, rates of recidivism, etc. Copies of the charts are distributed to the Court, sororities, auxiliary and professional groups.

Qualifications: No special training; stenographic skills may be an advantage.

Status: Indianapolis, Indiana, for about four years.

LEGISLATION, "LOBBYING" (LOCAL, STATE, NATIONAL)

Job: Speaking at public functions and generally publicizing current procedures at Court hearings, adequacy of size and working conditions in the police force, the local school system, etc. Working to get new legislation or programs through established community structures.

Status: Indianapolis, Indiana, for four years. Court Advisory Councils (q.v.) may also include such "lobbying" in their functions, at least at local or state levels. See also "Speakers Bureau".

PREVENTATIVE COURT COORDINATOR

Job: The idea is to head off potential cases of delinquency before they develop to the point where the Court must take official cognizance. Principally, referrals will come from school counselors or disciplinary authorities (e.g. habitual truancy), though they may also come from parents and police. Occasion for referral may be habitual truancy, incorrigibility, a record of minor but repeated police contacts, and the like. The aim is to concentrate on younger children before bad habits are set.

This is an extension of Court concern towards the area of prevention, and the appropriate procedure is to involve all relevant youth agencies in discussion of the case, recommendations for a plan of preventative action, and in an obligation for implementation. Agencies such as the school, Welfare, mental health must be willing to cooperate or you have nothing. The same may be said of the parents of the child; their cooperation must be secured on a voluntary or semi-voluntary basis - "semi-voluntary" in the case where it can be made known clearly and with justification to parents, that grounds for formal Court action exist as an alternative to effective informal correction of the situation.

While, in this case, the Preventative Court Coordinator is a Court volunteer, he or she obviously will have to work closely with and for several other youth agencies as well.

The job includes: (1) taking referrals from the school, parents or others, working mainly with designated school officials on this; (2) gathering information on case background to decide whether preventative process is warranted or desirable: (a) from school people and records, (b) from other involved agencies, (c) by a home visit to family concerned; (3) if Preventative Court process seems warranted: (a) arrange case meeting at a time when all agency representatives can attend, (b) present case work-up information at that meeting, (c) take notes at the meeting, keep records generally along with other administrative facilitation; (4) follow-up on whether Preventative Court plan is being carried out by parents, child, agencies. Report back.

Time: Very time-consuming. May require 20-30 hours just up to the point of decision whether Preventative Court process is required, with as much time thereafter arranging and following up the case meeting.

Qualifications: An extremely demanding job, timewise and otherwise. The coordinator must be able to do a lot of digging on her own, work tactfully with agencies and parents, prepare accurate and relevant case records combined from a variety of sources, keep confidentiality as regards them, be a good interviewer as well as a good administrator. Case work and interviewing experience is desirable but not necessary.

Status: Existed for eight months in Boulder, in which time the program was planned and eight cases handled, some of them prior to a formal case meeting. The excellent person who was the volunteer coordinator has since had to resign due to press of other duties, and a suitable replacement has not been found in the six months since then. Colorado Springs has had a similar program for about two years, though it does not centrally involve volunteers.

The name "Preventative Court" may be rather too intimidating; some thought has been given to an alternative title emphasizing terms such as "Youth Mobilization" or "Youth Guidance".

POLICE SUPPORT

Job: Volunteers visit police departments in other cities to study equipment, new areas of crime prevention and law enforcement. Support is given for local police pay raises, better uniforms, and working conditions.

Status: Exists in Indianapolis, Indiana. The general point - in addition to good public relations with related agencies (q.v.) - is that volunteers need not necessarily be used in rehab-oriented work, though that has been the dominant national theme thus far. The enforcement-support theme struck here, has reverberations elsewhere. Thus, see "Checking and Enforcement of Court Orders", in the Section on Coordinators. Note also that Boulder APO's and DPO's have a distinct enforcement as well as support function. Finally and most directly, the use of volunteers actively to assist the police in law enforcement is part of the American tradition, from the days of the posse to the present. Thus, at least one Colorado County Sheriff's department uses volunteers, trained, uniformed, and armed for patrol duties.

RESOURCE GROUPS

Job: The basic idea is that organizations as well as individuals can be on-call to the Court, for contributions of services, funds, facilities and materials. Examples are churches, college volunteer organizations or courses, men's or women's service organizations, businesses, local or national philanthropic funds, professional associations, other professional service agencies, recreational or hobby groups, etc. The advantage of working through groups is that though one person or another may drop out of the organization, the "group volunteer" organization is likely to continue and be capable of contribution.

Often, this is more a matter of finding what organizational resources of this type exist in your community, rather than having actively to "recruit" the ones already known to exist. Not incidentally, preparation

of a Court-related Community Resource Directory is an entirely conceivable volunteer job. In fact, we know of one non-Court agency in which a volunteer has done this. Not only is this information useful to regular staff, it often forms an important part of (one-to-one) volunteer orientation.

Status: Probably every volunteer Court uses some organizational resources of this type, some Courts more than others.

S. A FEW JOB INNOVATIONS AS OF 1969

Job descriptive information has remained essentially identical over the period 1967-69. The few variations and innovations cited below, are primarily for the more intensive student who may wish to track them down. Reference is to issue numbers of the "Volunteer Courts Newsletter" published at Boulder by the National Information Center. Descriptions therein contained will usually be very brief, with, however, addresses where further information may be obtained.

Volunteer Lawyers (#14, #19); Prisoners as Volunteers (#14, #19); Neighborhood Probation Volunteer (#15); Work Program Leaders (#15); Preventative Volunteers (#16); Telephone Coordinator (#17); Planners of Probation (#17); Delinquents as Recreation Leaders (Triad: #18); Juvenile Court School (#19); Foster Parents (Gering, Nebraska, #20); Volunteer Probation Family (Kalispell, #21).

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Addresses of Courts or Related Agencies

Key: (J) = Juvenile Jurisdiction
(A) = Young Adult Misdemeanant
(JA) = Both Juveniles and Young Adults
(O) = Other (principally neglected or dependent children)

ADAMS COUNTY DISTRICT COURT, Juvenile Division, Hall of Justice, Brighton, Colorado (Judge James J. Delaney, Chief Probation Officer Jerry L. Nordstrom). (J)

ALTADENA, CALIFORNIA, Mr. Cecil Whitehead, 2068 Glenview Terrace. (J)

BERKELEY, CALIFORNIA, University YMCA, Stiles Hall, 2400 Bancroft Way, (Mr. William J. Davis, General Secretary). (J)

BOULDER COUNTY JUVENILE COURT, Hall of Justice, Boulder, Colorado, 80302. (J)

CINCINNATI, OHIO, National Council of Jewish Women, Inc., Cincinnati Section, Wise Center Building, Reading Road, 45229, (Mrs. Stanley L. Block). (J)

COLORADO CLEARING HOUSE, University of Colorado, Boulder, Colorado, 80302. (J,A,O)

COLORADO SPRINGS, COLORADO, El Paso County Courthouse, Juvenile Probation Department, (Chief Probation Officer Gary Holmes). (J)

COLUMBIA COLLEGE CITIZENSHIP COUNCIL, Correctional Services, 311 Ferris Booth Hall, New York, New York, 10027, (Mr. Leo T. Furcht, Coordinator). (JA)

COOK COUNTY DEPARTMENT OF PUBLIC AID, 2030 South Michigan Avenue, Chicago, Illinois, 60616, (Mrs. Anna Mae Earles, Supervisor of Volunteer Services). (O)

JUVENILE COURT OF DADE COUNTY, 800 N. W. 28th Street, Miami, Florida, 33127, (Mrs. Ruth C. Wedden, Director, Volunteer Service). (J)

DENVER COUNTY COURT, City and County Building, 1437 Bannock Street, Denver, Colorado, (Judge William H. Burnett, Mr. Robert D. Trujillo, Director of Probation Services). (A)

DENVER JUVENILE COURT, City and County Building, Denver, Colorado, 80202, (Judge Philip Gilliam, Judge Ted Rubin). (J)

DURANGO, COLORADO, District Court of LaPlata County, (Mr. Richard Beeson, Professor of Sociology).. (JA)

ELKHART CITY COURT, Municipal Building, Elkhart, Indiana, 46514, (Judge J. Moritz Grolimund). (A)

- FERNDALE, MICHIGAN, Municipal Court, City of Ferndale, 300 East Nine-Mile Road, (Judge Montague R. Hunt). (A)
- GOLDEN, COLORADO, Jefferson County Court, Hall of Justice, 1701 Arapahoe, (Judge Daniel J. Shannon). (A)
- GRAND JUNCTION, COLORADO, District Court of Mesa County, Probation Department, Box 877, (Mr. Rufus W. Miller, Chief Probation Officer). (JA)
- HIGH POINT, NORTH CAROLINA, Guilford County Domestic Relations Court, 258 South Main Street, P. O. Box 1761, 27261, (Mr. Aubrey L. Strother, Senior Probation Officer). (J)
- HOLYOKE, MASSACHUSETTS, District Court of Holyoke, (Justice Michael J. Donohue). (JA)
- INDIANAPOLIS, INDIANA, Anti-Crime Crusade, 5417 North Meridian Street, (Mrs. C. B. LaDine, President). (JA)
- KALISPELL, MONTANA, Juvenile Court, (Mr. David Shanks, Chief Probation Officer). (J)
- LINCOLN, NEBRASKA, Lancaster County Courthouse, 68508, (Judge Wilfred W. Nuernberger). (J)
- LANE COUNTY JUVENILE DEPARTMENT, and Skipworth Juvenile Home, 2411 Centennial Boulevard, Eugene, Oregon, (Mr. Jewel Goddard, Director). (J)
- JUVENILE COURT OF MERCER COUNTY, Trenton, New Jersey, (Judge Noden J. Wilson). (J)
- MUSKINGUM COUNTY JUVENILE COURT, 533 Putnam Avenue, Zainesville, Ohio, (Judge Holland M. Gary). (J)
- OMAHA, NEBRASKA, The Separate Juvenile Court for Douglas County, (Judge Seward L. Hart). (J)
- PHILADELPHIA, PENNSYLVANIA, Juvenile Division, County Court of Philadelphia, 1801 Vine Street, (Dr. Leonard Rosengarten, Director). (J)
- RAPID CITY, SOUTH DAKOTA, Pennington County Court House, (Judge Marshall Young). (JA)
- ROYAL OAK, MICHIGAN, Municipal Court, (Judge Keith J. Leenhouts). (A)
- SALT LAKE COUNTY DETENTION CENTER, 3534 South 6th West, Salt Lake City, Utah, (Mr. John F. McNamara, Superintendent). (J)
- SKIPWORTH HOME, See Lane County.
- TOPEKA, KANSAS, Probate and Juvenile Courts, Shawnee County, (Judge Malcolm G. Copeland). (J)

TRAINING CENTER FOR COMMUNITY PROGRAMS, University of Minnesota, Minneapolis, Minnesota, 55455, (Mrs. Esther Wattenberg, Assistant Director). (O)

TRENTON, NEW JERSEY, Administrative Office of the Courts, State House Annex, (Mr. Edward B. McConnell, Administrative Director). (J)

TULSA, OKLAHOMA, Mr. Fred W. Woodson, Pythian Building, 19 West 5th Street. (O)

UNIVERSITY OF MINNESOTA, See Training Center for Community Progress.

WALTER BECKHAM YOUTH HALL, See Dade County. (J)

WASHINGTON, D. C., Friends of the Juvenile Court, 400 "E" Street, N. W., (Mrs. Yetta Galiber, Volunteer Coordinator). (J)

WASHINGTON, D. C., Junior Village, 4801 Nichols Avenue, S. W., 20032, (Mrs. Eva L. Scott, Voluntary Services Officer). (O)

ZEBULON PIKE DETENTION CENTER, See Colorado Springs, Colorado. (J)