

# Outside Prison Coordinators Job Description

Finalized December 9, 2020

The Outside Prison Coordinator is responsible for maintaining a working relationship with the local facility, prison staff, inside facilitation team, outside facilitators/volunteers, and local council.

The job is administrative rather than program related. This is the nuts and bolts person who connects the community with the prison and oversees that alliance.

## Qualifications:

- graduated Basic, Advanced, Training for Facilitators workshops
- has strong organizational skills with email, paperwork, and scheduling
- has clear and strong communication skills
- works with flexibility and patience
- operates consistently with professionalism
- is clear on prison guidelines and agrees to follow them consistently
- understands their role as a representative of the broader AVP community
- works with the Prison Coordinator Council or a seasoned Prison Coordinator to receive mentorship/guidance.
- worked within the facility for at least a year (preferred) OR held a Prison Coordinator type role previously

## Duties

- Meet with warden annually to review how the program is going.
- Set calendar of workshops.
- Maintain contact with facility/Community Resource Manager regarding workshop dates, room for the workshop/s, and list of and/or ducats for inside facilitators and participants for each workshop.
- Communicate with inside facilitator/ team coordinator on maintaining "The List"
- Coordinate and oversee outside facilitators.
- Determine which outside AVP facilitator will coordinate logistics and the team coordinator for each workshop; the team coordinator may or may not be an inside facilitator.
- Understand all clearance procedures and what is required of each level/type of clearance.
- Be sure there is gate clearance for all outside facilitators and outside participants. Work with volunteers and prison staff to ensure volunteer clearances are up to date (including annual clearances, one-time gate clearance, and Brown Card applications).
- Maintain a current and accurate list of all outside facilitators (including contact information).
- Send information to new outside participants regarding prison restrictions, appropriate dress and behavior, food; (See First-timers Quiz & info on [www.AVPcalifornia.org](http://www.AVPcalifornia.org) :[Facilitators & Email example](#))
- Arrange for housing or lodging for out-of-town facilitators/participants.
- Maintain AVP kit: be aware of what needs to be replaced and ensure the kit is complete.

## Responsibilities

- Be sure the Lead facilitator/Team Coordinator for each workshop completes these duties:
  - Collect workshop evaluations and lists of participants for QEW report.
  - Turn in signed daily participants lists for Milestone Credit to appropriate prison personnel.
  - Get appropriate information to staff to ensure chronos/workshop completion are put into inmate C-Files.

- Follow up with volunteers (especially first-timers) after the workshop.
- Work with team coordinator or outside workshop lead to ensure that all volunteers/facilitators are following guidelines and have follow-up conversations if necessary. It is important we maintain the integrity of the AVP program.
- Support volunteers:
  - Affirm and validate every step of the way
  - Keep in contact with volunteers to assure all is going well and that they are happy and connected to the whole group.
  - Encourage using AVP communication skills when relating to staff as partners in the program.
  - Always be open to readiness of an individual who might be considering taking on additional responsibilities.

**And, finally:**

- Where possible link closely with the local Council for support in fostering individual participation
  - Consider having an annual or semi-annual party/potluck for the outside facilitators going into the prison and/or arrange for all those involved to go into the prison and celebrate with the inside facilitators.
  - Always keep your mind open for a successor.
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