

## **AVP/NY INSIDE COORDINATOR Job Description 03.08.23**

### **Qualifications**

1. Has completed AVP Basic, Advanced, and Training for Trainers
2. Has a good knowledge of AVP and how it works
3. Has the ability to work with others including people inside (incarcerated) and CF staff and administration and the AVP Outside Coordinator and facilitators.
4. Has good organizational skills
5. Can attend inside support groups, meetings of facilitators, and workshops—does not have other regular commitments at these times
6. Uses the consensus process to develop AVP community: within the prison, including prison staff, among the facilitators, inside and out, and among the participants in the workshops.

### **Inside Coordinator Responsibilities**

1. Keeps the Outside AVP Prison Coordinator informed of inside changes that would affect the AVP program.
2. Attends all facilitator meetings and workshops. Be present the entire time.
3. Works with the Outside Coordinator to notify the prison administration of upcoming workshops in a timely manner.
  - A. Posts fliers about upcoming workshops.
  - B. Assists DOCCS personnel in distributing applications for a workshop.
4. Helps select inside facilitators for workshop teams, consulting with the Outside Coordinator.
5. Works with DOCCS personnel to create callout list for each workshop.
6. Takes attendance each day of a workshop.
7. Maintains running list of graduates of all workshops.
8. If possible, conducts a pre-workshop briefing session with registered participants to tell them about AVP and what to expect in a workshop.
9. Oversees the supplies that are stored in the AVP locker.

Tells the Outside Coordinator when supplies are needed.
10. Organizes and delegates tasks for support team if there is one.
11. Involves other facilitators in planning the agenda for support groups and facilitator meetings and shares responsibility for facilitating these meetings.

### **Support Tasks for Workshops (for programs needing a support team)**

**Designates a facilitator support team for each workshop and makes sure the team knows about these tasks:**

1. Opens cabinet so the support team can get out workshop supplies [pencils, markers, newsprint, posters, TP mandalas, koosh balls, etc.] and put them in the workshop rooms; makes sure each room has all the supplies needed.
2. Hospitality

- A. Ensures set up of coffee, tea, sugar, creamer, hot chocolate, cups, spoons
- B. Makes sure pots are cleaned and leftover food supplies are returned to the cabinet
- 3. Meals
  - A. Designates a support team to get meals from the mess hall
  - B. Make sure everyone gets a lunch / dinner
  - C. Makes sure the empty trays are returned to the mess hall
- 4. During the workshops, makes sure the support team gets anything extra needed from the locker [copies of forms, TP cards, etc.]
- 5. Oversees the return of all supplies to the cabinet at the end of the workshop

## **AVP/NY OUTSIDE COORDINATOR Job Description**

### **Qualifications**

- 1. Has completed AVP Basic, Advanced, and Training for Trainers
- 2. Has a good knowledge of AVP and how it works.
- 3. Works comfortably with the DOCCS Staff Advisor, the DOCCS Volunteer Services Coordinator, the Inside Coordinator and Inside Facilitators
- 4. Has good organizational skills
- 5. Can use the consensus process to develop AVP community among prison staff, facilitators inside and out, and participants in the workshops

### **Responsibilities**

- 1. Set the workshop schedule and support group sessions / facilitator meetings in coordination with the DOCCS Staff Advisor and the Inside Coordinator.
- 2. Recruits outside facilitators and assists them in filling out the application and meeting DOCCS requirements.
- 3. Attends facilitator meetings at the prison as able.
- 4. Assures that all outside and inside facilitators who will be on-team are present for team building.
- 5. Revises and prints agendas for workshops.
- 6. Ensures that workshop supplies including certificates, manuals, newsprint, markers etc. are provided.
- 7. Works with the DOCCS Staff Advisor to prepare gate clearances for supplies and outside facilitators.
- 8. Ensures that attendance is taken at each workshop.
- 9. Prepares the certificates and letters for those completing workshops.
- 10. Prepares reports on workshops conducted at and submits a report for each workshop to AVP/NY
- 11. Communicates with DOCCS staff to arrange for future workshops and support groups.
- 12. Provides DOCCS staff with list of supplies to be brought in and list of outside facilitators coming in.
- 13. Communicates problems / changes to DOCCS staff after consultation with the full facilitation team as appropriate.

14. Acts as liaison with AVP/NY.
  15. Attends AVP NY Prison Coordinator meetings
  16. Attends AVP NY Board Council meetings as able, including the AVP NY Annual Gathering.
  - \*17. Writes an annual report for area council supporters.
  - \*18. Networks to attract additional outside facilitators to work with AVP at local prisons.
- \*Ideal, but not required*