

The Inside-Out Prison Exchange Program ®

State/Regional Coordinator

Updated: 7/1/2019

Role Description

The State or Regional Coordinator is a volunteer position which requires between 5 and 15 hours per month (depending on the number of trained instructors in the state/region and other varying factors). State or Regional Coordinators operate within their geographical area and report to The Inside-Out Center, specifically, Dave Krueger at dkrueger@temple.edu.

Qualifications: A state or regional coordinator must be an instructor/facilitator trained through The Inside-Out Center's International Instructor Training Institute and adhere to the Inside-Out methods and policies (see Inside-Out Manual).

Key responsibilities:

- Serve as liaison with correctional facilities and/or systems as appropriate.
- Communicate with active Inside-Out trained instructor in assigned state twice per year.
- Work with The Inside-Out Center to keep a record of trained instructor activity in assigned state. Information to be collected includes: whether trained instructors are currently teaching Inside-Out and, if so, in which correctional facilities; collect other data, as needed. Coordinators are encouraged to ask (and remind) instructors to self-report their information each time they teach through [this form](#). NOTE: The Center will send coordinators an updated list of all trained instructors in their area twice per year.
- Serve as liaison between trained instructors and The Inside-Out Center when information needs to be shared in either direction.
- Collaborate with The Inside-Out Center to plan face-to-face meetings, state or regional events, and/or specialized trainings for trained instructors in assigned state, as appropriate.
- Coordinators are strongly encouraged to enroll in the Instructor Resource Community (IRC) on the online platform Canvas. This digital space includes partitioned groups for states, academic disciplines, training cohorts, etc. Group spaces can be used for discussions about local issues, sharing relevant documents, organizing conferences, and working on collaborative projects. Coordinators can work with Inside-Out Center staff and volunteers to collect and curate information and resources that may be useful to local instructors. Instructors can enroll in the IRC by filling out [this form](#). New resources can be submitted to insideoutresource@gmail.com.
- Share with The Inside-Out Center any known problematic situations from anyone in the state that may have happened in the course of teaching Inside-Out.
- Encourage instructors to collect and submit to The Inside-Out Center student contact information at the conclusion of each class. Student info can be submitted via [this Google form](#).

Term length: State or Regional Coordinator positions are typically appointed for a two-year term and subject to annual review. Terms will be renewed every August 1. The Inside-Out Center welcomes feedback from Inside-Out instructors to assist in our annual review process.

We recognize that this is a commitment but we at The Inside-Out Center greatly appreciate these efforts in supporting the work of the network!