

Durham Circles of Support and Accountability (COSA)

Project Coordinator Contract

The Coordinator will reach out to community and faith based organizations, explaining the project and attempting to reach as many individuals as possible. The Coordinator is responsible for following up with all interested parties and schedule them for volunteer training if appropriate. The Coordinator will schedule monthly orientation sessions for potential volunteers and coordinate all meeting logistics. The Project Coordinator prepares and conducts orientation presentations for potential volunteers.

From Dec. 1, 2012 through June 30, 2013, the Coordinator will:

Make contact with 80 congregations to inform about COSA and recruit volunteers.

Organize and conduct 4 volunteer trainings.

Match 4 offenders with volunteer Circles.

The Project Coordinator deals with all practical issues that need to be solved before a Circle can get started. He or she supports the Circle process by attending the preparatory meetings (without the Circle member) and the first meeting with core offender. The Coordinator is informed about the ongoing work of the Circle through Circle minutes from the volunteers and through contact minutes. The Coordinator contacts the volunteer(s) and/ or attends meetings whenever the minutes give him or her reason to do so. The Coordinator may suggest interventions to the volunteers and/or attend Circle meetings as necessary.

Additionally, volunteers may be individually supported and supervised by the Circle Coordinator through quarterly evaluation interviews, in which all concerns and individual issues can be discussed. The volunteers may consult the Project Coordinator at any time. Also on a quarterly basis, the Circle Coordinator assists the volunteers in the evaluation of the core member's dynamic risk and strengths with an appropriate risk review instrument, for standardized evaluations. The Coordinator will prepare quarterly summary reviews of each Circle-Partner match for the Steering Committee.

The Project Coordinator reports to the Steering Committee and is responsible for assuring data collection and reporting from Circles to CJRC. The Coordinator will also provide all necessary updates and monthly reports to the Steering Committee, as well as to grant funders.

The contract will pay \$3300 per month during this period.