



## Sustainability in Prisons Project Conservation Program Coordinators



Position title: Conservation Program Coordinators  
Employer: The Evergreen State College (Evergreen)  
Hrs/wk: 19  
Duration: August 2014 through August 2015 with possibility of extension  
Locations: Sustainable Prisons Project office (Seminar 2 E 2117) and in Washington State Department of Corrections (WDOC) prisons housing SPP programs  
Pay: \$14/hour  
Dates: Open May 1, 2014; Closing May 28<sup>th</sup>, 2014; Interviews June 9<sup>th</sup>- 13<sup>th</sup>, 2014  
Supervisors: Kelli Bush, SPP Program Manager [bushk@evergreen.edu](mailto:bushk@evergreen.edu) and Carl Elliott, SPP Conservation Nursery Manager [elliottc@evergreen.edu](mailto:elliottc@evergreen.edu)

**Apply by emailing a cover letter, resume, and three references to [bushk@evergreen.edu](mailto:bushk@evergreen.edu)**; please include a ranked list of the position(s) in which you are most interested (see below), and the hours per week you will be available. We will review applications, and respond with offers to interview (by phone if needed).

### **Responsibilities:**

The Sustainability in Prisons Project is a partnership between The Evergreen State College (Evergreen) and the Washington Department of Corrections (WDOC), and Conservation Program Coordinators work collaboratively with both partners and additional program partners to support SPP's mission:

To bring science and nature into prisons. We conduct ecological research and conserve biodiversity by forging collaborations with scientists, inmates, prison staff, students, and community partners. Equally important, we help reduce the environmental, economic, and human costs of prisons by inspiring and informing sustainable practices.

As the main focus of their work, Conservation Program Coordinators are assigned to lead and coordinate a single program. The positions we expect to hire in 2014 are:

## **Oregon Spotted Frog and Western Pond Turtle Program Coordinator**

Cedar Creek Correctional Center (CCCC) in Littlerock, WA hosts two of SPP's conservation programs: the Oregon spotted frog captive rearing program and the western pond turtle care program. SPP is a member of the Oregon Spotted Frog Recovery Group, a collaborative network of scientists and conservation leaders from several organizations who work together to protect and restore populations of this endangered species. CCCC is one of a few captive rearing sites, and the program has released more than 550 frogs into the wild since 2009.

SPP is a new partner in the western pond turtle working group, a well-established team of collaborators working to assist with recovery of this state-listed endangered species. In the last few years, some western pond turtles in Washington have shown an infection of the shell. After turtles receive veterinarian treatment, they are moved to CCCC, where inmate technicians provide the turtles with extended care while their shells heal.

- For CCCC's conservation programs, coordinate and facilitate communication and interaction between partners including: Washington Department of Fish and Wildlife, veterinarians, area zoos, Evergreen, and the larger scientific community
- Participate in inmate technician interviews with prison staff
- Facilitate inmate training and provide relevant education materials including background research and publications
- Visit the prison on a weekly or biweekly basis
- Monitor the success, consistency, and challenges of the programs through communication with WDOC project lead, other prison staff, SPP staff, and other partners
- Provide guidance and materials to ensure continued success of cricket and meal worm rearing programs
- Adjust diet, handling, and rearing and care habitats as directed by expert partners
- Communicate with Oregon spotted frog rearing community and the western pond turtle working group to identify and solve program-related issues; provide weekly updates regarding CCCC's conservation programs
- Update WA Department of Fish and Wildlife biologist regularly and accompany him/her on any prison visits
- Assist with scientific research including field surveys and frog and turtle releases
- Enter and analyzing data
- Monitor and ensure the quality of data collection and record keeping
- Write protocols, blog entries, web content and other publications
- Identify needs, make purchase requests, and deliver project supplies and equipment
- Attend weekly meetings with SPP staff
- Communicate progress and challenges to SPP Project Managers

## Conservation Nursery Coordinator

SPP has three conservation nursery programs housed at three facilities: Stafford Creek Corrections Center, Washington Corrections Center for Women, and Shotwell's Landing Nursery. The program at each facility is staffed by an inmate technician crew either regularly (at the prisons) or intermittently (at Shotwell's), and is coordinated by a Conservation Program Coordinators under the supervision of SPP's Conservation and Restoration Coordinator. The tasks associated with each nursery program include:

- Provide bi-weekly or weekly visits of ongoing conservation nursery projects at Stafford Creek Corrections Center, Washington Corrections Center for Women, or Shotwell's Landing Nursery
- During weekly visits, work alongside the inmate technicians for a full work day (i.e. a minimum of 6 hours) to promote crew moral and by example develop a strong, positive work ethic.
- Coordinate the training of all inmate technicians:
  - Work with nursery supervisor to develop appropriate curricula and protocols for the cultivation of native prairie plants, horticultural techniques, and Puget lowland prairie ecology.
  - Assist or provide at least twelve yearly workshops covering the following six topics (twice each): Soils and Plant Fertility, Sowing Techniques and Seed Ecology, Weed Identification and Integrated Pest Management (IPM), Insect Identification and IPM, Irrigation Technology, and Prairie Plant Ecology
  - Provide weekly or bi-weekly sowing protocols on all contracted species during the sowing season
  - Supervise the technician crew:
    - Maintain active crew list with names and ID
    - Work with WDOC staff and project supervisor to evaluate crew members; suggest possible improvements and changes to the program, scheduling, crew assignments, or staffing
    - Provide weekly work priorities for WDOC crew, WDOC staff, conservation cooperators, and volunteers
    - Evaluate and support all inmate technicians by reviewing their performance and skills assessment check list on a monthly basis (a weekly basis at Shotwell's)
    - Accommodate the prison's hiring requirements/process and provide suggestions for optimizing the process
- Track and record all sowing, stratification, and cultivation protocols:
  - Follow checklist to record all stratification, sowing, germination, establishment, cultivation, and inventory data
  - Plan calendar of the sowing priorities and all data collection
  - Monitor, collect, and analyze data. Oversee and ensure the quality of data collection and record keeping.
- Identify pest and disease issues; record and report to project supervisor
- Inventory supplies and equipment
- Inform program supervisor of any changes to project scope, physical site, or infrastructure needs
- Communicate effectively with WDOC staff regarding project issues and progress

- Communicate effectively with WDOC staff regarding general schedule for SCCC and WCCW; communicate effectively with WDOC staff and the Center for Natural Lands Management regarding the monthly crew schedule and coordinate crew visits at Shotwell's Landing.
- Assist the Conservation and Restoration Coordinator to follow WDOC regulations with clearances for visitors, chemicals, supplies/equipment, media, and inmate interactions
- Identify, suggest, write, and edit educational materials for inmate technicians
- Suggest lecturers for the general prison population throughout the year
- Help identify appropriate research projects involving inmate technicians, volunteers, and other students
- Assist in and develop original research supporting the goals of the conservation nursery and SPP
- Contribute to SPP operations and other projects as needed

## Conservation Nursery Coordinator - WCC

SPP is developing a fourth native plant nursery at Washington Correction Center (WCC) in Shelton. Contingent on funding, we will hire a new coordinator position to initiate the nursery program there. The foundation of the nursery will be production and processing of seed for native prairie restoration. The nursery will begin modestly, but the opportunities abound to create a unique program at WCC. Additionally, this position will work closely with the Conservation Nursery Manager to refine and development educational curricula and training materials for the entire conservation nursery program. These activities will include: gathering education materials, drafting nursery protocols, drafting nursery manuals, organizing workshops, and tracking technician certifications. This position will assist at SPP's other nursery sites as needed.

**Contingent on funding award, to be determined summer 2014.**

## All positions

### Supervision

- Direct the work of volunteers and undergraduate interns who provide general program and research support

### Media Tasks

- Write blog entries and other website content about events and accomplishments
- Prepare program "fact sheets" and posters for media, visitors, conferences, and outreach events
- Update SPP's Facebook™ page with program and SPP updates

### Reporting & Accountability

- Provide weekly updates to supervisor and at SPP team meetings
- Send bi-weekly or monthly email updates to program partners
- Provide bi-weekly task list outlining goals and projects
- Provide quarterly reports detailing accomplishments and progress



### **Opportunities**

- Work in a collaborative, engaged community of scientists, researchers, faculty, staff and students
- Conduct research with inmates as partners
- Present the project at conferences, publish articles, and actively share knowledge with other groups about engaging the incarcerated community in conservation and education.
- Provide valuable contributions to SPP programs and contribute to the establishment of a the new SPP Network

### **Required Qualifications**

- Currently enrolled in an Evergreen graduate program
- No other employment with or paid by Evergreen
- Available to work 19 hours a week, mainly during office hours Monday-Friday (some hours may be flexible)
- Excellent verbal and written communication skills
- Substantial administrative experience and/or aptitude
- Willingness and ability to follow directions, collaborate on projects, and give and hear feedback
- Reliable personal transportation