

## Life Adventure Center of the Bluegrass Program Coordinator Job Description

**Organization Overview:** Located in the beautiful rolling hills of central Kentucky, Life Adventure Center is a 575-acre outdoor, experiential education center. Our programs innovatively combine evidence-based theories of experiential education, psychology, meditation, neuro-plasticity, equine-assisted learning and therapy, and therapeutic recreation, to provide modalities and challenges to build resiliency, communication, teambuilding, leadership skills, and growth in the participants we serve. So much more than mere recreation, our outdoor adventures employ a guided process to achieve life-changing, break-thru transformations. Our programs provide opportunities to underserved populations, especially youth, and individuals recovering from traumatic experiences including but not limited to: Adverse Childhood Experiences, human trafficking, substance abuse, and domestic violence, in efforts to heal, build resilience, and growth.

**Position Summary:** The Program Coordinator provides facilitation and coordination of all aspects of a program to ensure implementation and success, which may include Camps, Retreats, Challenge Course, Equine-Assisted Learning, Mobile Units, Environmental Education, and Outdoor Adventure programs (hereafter referred to as "Programs") including, but not limited to: program planning, course preparation, group contact, logistics, facilitation, and other functional programming pieces, while always focusing on safety, highest level of industry standards, and unconditional positive regard for the participants.

This position requires:

- Minimal travel, adaptive to varying schedule, as well as the ability and willingness to work on weekends and overnight programs.
- Applicant must be able to lift at least 50 pounds and sit or stand for extended periods of time in an outdoor setting.
- Applicant must be able to perform in hiking, biking, climbing, paddling in extreme conditions (hot, humid, cold, rain, snow) for extended periods of time.
- Applicant must be willing to commit to occasionally irregular as well as weekend scheduling as well as taking ***no PTO or Vacation time between the period of May 15<sup>th</sup>-August 15<sup>th</sup>***.
- Applicant must be willing to commit to be responsible for other duties as assigned which may include but not limited to: Food Service and Farm, Facility, and Equipment Maintenance.

### **Job duties and responsibilities (Other duties may be assigned):**

- Facilitates the Programs of Life Adventure Center of the Bluegrass as assigned by the Program Director/Program Coordinators and assures the safety of those Programs.
- Completes program planning tasks including program goals, plan, budget, and schedule.
- Coordinates all aspects of LAC's Programs.
- Schedules use of all equipment, gear, vehicles, food and other necessary materials needed to facilitate the program plan.
- Follows Challenge Course and Outdoor industry standards for use and care of all equipment to maintain the safety of the participants and the quality and condition of the equipment.
- Empowers and encourages participants in all Programs through role modeling, group facilitation, unconditional positive regard, and trauma-informed language.
- Demonstrates a working knowledge of Challenge Course and Outdoor Adventure risk management policies, procedures, and emergency response and management plans.
- Assists with any marketing, sales and fundraising efforts needed to help promote and fund our programs.
- Refines and develops Program curriculum. Expands the current knowledge of staff with new games, initiatives, and tools. Refines existing and creates new games and initiatives for use throughout all of our program areas and modalities. Refines existing processing and debriefing tools; develops new processing and debriefing tools.

- Ensures an impactful experience for student and adult participants by providing accurate information in advance, outstanding service, welcoming atmosphere, and review of feedback.
- Assures high quality service including thorough pre-program briefings and post-program debriefings, providing accurate information in advance, and review of staff feedback.
- Facilitates and completes post-program tasks. Specific duties include but are not limited to: proper return of equipment, physical sites returned to pre-program status, photos processed, processing of consent forms, and a course recap with the Program Director and Program Team.
- Communicates with Program Director/peer Program Coordinators any problems, changes, and opportunities for growth when evaluating program effectiveness, and offers suggestions for improvement.
- Pursues professional development opportunities to expand competency and program effectiveness.
- Supervises and coordinates volunteers for special projects.
- Engages in outreach to organizations in the community who are potential partners for upcoming events.
- As with all positions at LAC, this position extends beyond work as a role model to youth in our community, especially with regard to *respect, communication, leadership and teamwork*-values promoted in our programming.
- Maintains a positive, productive working relationship, and open communication with all staff within the organization.
- Provides services in manner which respects individual dignity, diversity and cultural heritage.
- Willingly and cheerfully “pitches in” wherever needed, including but not limited to food service, housekeeping, farm, facilities and maintenance tasks when needed.

#### Time Allocation:

- Program Facilitation – 65%
- Program Planning -- 25%
- Food Service and farm, facilities, equipment maintenance --10%

#### Qualifications:

- Bachelor’s degree (earned or in process) in Recreation, Therapeutic Recreation, Outdoor/experiential education or related field, Psychology, Social Work, Education, or a related field.
- Organized and detail oriented.
- Creative and adaptable.
- Demonstration of strong facilitation and public speaking skills.
- Excellent communication and interpersonal skills.
- Preferred: Knowledge of ACCT standards
- Preferred: Experiential education program, Camp, and/or NOLS/Outward Bound experience
- Preferred: Horsemanship and/or Equine Assisted Learning/Therapy Experience
- Preferred: Wilderness First Responder or equivalent certification.
- Additional merit given to applicants with applicable industry certifications.

**Position Reports to:** Program Director or his/her designee

**Compensation:** \$28,000-\$33,600/year\* plus a generous benefit package that currently includes: 14 days PTO/ year (available only during periods other than during the period of May 15 through August 15), 7 additional, paid holidays, medical/dental/vision/disability & life insurance, 403(b) plan with limited, company-provided base contribution and match up after one year of full-time employment, cell phone reimbursement. This is a salaried, “exempt,” year-round, full-time, position. (\*Education, experience, and certifications in applicable skills may allow for additional compensation.)

**EEO & ADA Compliance:** LAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, pregnancy, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. It is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to LAC. Contact the Executive Director or his/her designee with any questions or requests for accommodation.