



Program Coordinator Job Description

Organization Overview:

Located in the beautiful rolling hills of central Kentucky, Life Adventure Center is a 575-acre 501(c)3 that *uses outdoor adventures to transform lives affected by trauma-building more resilient people for a better world.* Our programs combine evidence-based theories of experiential education, psychology, meditation, neuro-plasticity, equine-assisted learning and therapy, and therapeutic recreation, using modalities and challenges to build resiliency, communication, teambuilding, leadership skills, and growth in the participants we serve. So much more than recreation, LAC provides experiences with intentionality and guided facilitation to underserved populations, youth and adults alike, who may be recovering from traumatic experiences including but not limited to: human trafficking, substance abuse, loss of a parent to incarceration, and domestic violence, in efforts to heal, build resilience, and growth.

Program Coordinator Position Summary:

The Program Coordinator provides facilitation and coordination of all aspects of a program including and not limited to: program planning and 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 to ensure implementation and success. Programming varies dependent on the partnership and can include: Camps, Retreats, Longitudinal Programming, Challenge Course, Equine-Assisted Learning, Mobile Units, Environmental Education, and Outdoor Adventure programs (hereafter referred to as “Programs”).

Job duties and responsibilities pertaining to the Program Coordinator: (Other duties may be assigned.)

- Coordinates and facilitates all aspects of LAC’s Programs as assigned by the Program Director/Operations & Scheduling Manager
- Follows industry standards for use and care of all equipment and program operations to maintain the safety of participants.
- Empowers, encourages, and celebrates participant growth in all Programs through role modeling, group facilitation, unconditional positive regard, and trauma-informed language.
- Demonstrates a working knowledge of risk management policies, procedures, and emergency response and management plans.
- Assists in developing innovative Program curriculum.
- Assures high quality service including thorough pre-program briefings and post-program debriefings, providing accurate information in advance, and review of staff and participant feedback.
- Assists in documenting participant progress towards goals as directed by the Program Director.
- 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.
- Eagerly engages in trainings as assigned by the Program Director/Operations & Scheduling Manager and pursues professional development opportunities to expand team competency and program effectiveness.
- Supervises and coordinates volunteers for special projects as assigned by the Operations & Scheduling Manager.
- As with all positions at LAC, this position extends beyond work as a role model to youth in our community, especially with regard to *trauma-informed care, growth mindset, respect, communication, leadership and teamwork*-values promoted in our programming.
- Provides services in manner that respects individual dignity and cultural heritage.

Expectations:

- Minimal travel, adaptive to varying schedule, as well as the ability to work on weekends and overnight programs.
- Applicant must be able to lift at least 50 pounds and sit or stand for extended periods in an outdoor setting.
- Applicant must be able to perform in hiking, biking, climbing, and paddling in extreme conditions (hot, humid, cold, rain, snow) for extended periods.
- Applicant must be willing to commit to taking no PTO or Vacation time between the designated period May 15th-August 15th.
- Applicant must be willing to commit to be responsible for other duties as assigned which may include and not limited to: Food Service and Farm, Facility, and Equipment Maintenance.
- Time is allocated in the following areas: Program Planning, Program Facilitation, Food Service, Farm, facilities, equipment maintenance, and continued education/training.
- Each program team member is expected to become trained, certified, and facilitate all program areas provided at LAC. This includes and is not limited to: Challenge Course, Equine, Waterfront/Canoe, Trauma-Informed Practices, First Aid/CPR, Food Manager, and Archery.

Qualifications:

- Bachelor's degree (Master's preferred) 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: Certified Therapeutic Recreation Specialist (CTRS), Certified Clinical Adventure Therapist (CCAT), Association of Challenge Course Technology (ACCT) Level 1, 2, and/or Challenge Course Manager Certification, Certified Horsemanship Association (CHA), Equine Assisted Psychotherapy & Personal Development (EAGALA), American Canoe Association (ACA) Level 1+, First Aid/CPR, Wilderness First Responder (WFR), Lifeguard/Waterfront Certification, LCSW, LCCP, MSW
- Preferred: One (1) year of experience facilitating outdoor adventure/therapeutic adventure experiences in a camp, community, and/or behavioral health setting.
Preferred: One (1) year of experience in working with youth and/or underserved populations.

Position Reports to:

- Program Director or his/her designee

Will be evaluated by:

- Program Director or his/her designee

Compensation: \$28,000-\$40,000/year, PTO, medical, cell phone reimbursement

****Education, experience, and certifications in applicable skills determine compensation****