

**Life Adventure Center of the Bluegrass
Program Director Job Description (revised 1/5/21)**

Summary:

Develop, manage, and oversee program design, program delivery, outcomes, staff recruitment, staff training, staff evaluation and client group relationships. The ideal Program Director will be a proven adventure therapy, outdoor education, or camp professional who is *passionate* about:

- Changing lives through adventure therapy, experiential education, somatic self-regulation, and mindfulness interventions.
- Recruiting, hiring, training, supervising, and leading a passionate team of outdoor education professionals.
- Working with a *variety* of clientele including children exhibiting high ACE scores, survivors of domestic violence as well as “mainstream” school groups, youth groups, church groups, corporate groups, the general public and others.
- Being part of a professional management team dedicated to service, best practices, community engagement and a culture of philanthropy.

Program development and oversight includes overnight and day retreats and day and residential camps using challenge course initiatives (both low and high ropes), equine assisted learning/psychotherapy, canoeing, swimming, archery, and “mobile unit” programs for a wide variety of groups – primarily underserved youth, but also for adult and mainstream participants.

Job duties and responsibilities (other duties may be assigned):

- Design, develop, and administer camp and retreat curriculum/programming utilizing the best practices of Adventure therapy, trauma informed care and outdoor adventure based experiential education.
- Serve as LAC’s primary liaison with the leadership of all program client groups, to ensure appropriate intake, assessment, program development to meet client identified objectives, evaluation, and after-care.
- Recruit, hire, and supervise a team of 4-6 year-round Program Coordinators (outdoor education facilitators) and advise Operations Manager to schedule program staff work responsibilities and time off – ensuring appropriate staffing levels for all programs, safety, optimal performance, and morale.
- Work closely with appropriate staff and vendors to design, implement, and oversee risk management and safety improvement systems to ensure safety - in compliance with accreditation requirements, insurance requirements and industry best practices, including ensuring staff maintain professional competencies and certifications.
- Develops and administers ongoing, normative, empirical measurement of each program’s outcomes, with particular attention to resiliency, self-efficacy, and trauma recovery.
- Serve as LAC’s primary representative with local and regional industry groups including ACA, AEE, the Face It® Child Abuse Prevention initiative, and others as may be assigned by the Executive Director and ensure compliance with and maintenance of ACA as well as other industry accreditations.
- Work closely with Registrar to ensure appropriate contracting with groups, registration, calendar/resource allocation and accurate reporting.
- Prepare budget requests and maintain fiscal accountability for all program budgets under the direction of the Chief Financial Officer.
- Assist the Executive Director in achieving recognition by Medicaid as a Behavioral Health Service Organization.
- Oversee regular inspections, maintenance, replacement (when needed), and record keeping for all program equipment and facilities, in compliance with industry best practices, insurance, and accreditation requirements.
- Provide direct program facilitation and (when appropriate and if qualified) clinical mental health services.
- Reside year-round and perform nominal caretaking duties at Buckley Wildlife Sanctuary (significant maintenance/facilities issues handled by our farm/facilities staff).

Anticipated Time Allocation:

- 50% Administrative
- 50% Direct Program Facilitation

Qualifications:Required:

- Managerial experience in an Adventure therapy, wilderness therapy, outdoor education and/or an organized camp setting.
- Current certification in one or more of the following outdoor education proficiencies: ACCT Level 1 or higher Challenge Course Practitioner, Red Cross or Ellis Lifeguard, CHA Level 1 or higher Instructor, EAGALA Equine Specialist.
- Excellent written, oral, and public speaking skills.
- Reliable transportation, valid driver's license, and clean driving record.
- Basic word processing, data entry and computer competency.

Strongly Preferred:

- Current, LCSW, LPCC, LMHT or equivalent certification.
- Training and/or experience specific to trauma recovery, trauma informed care and somatic self-regulation (e.g., mindfulness, meditation, yoga).
- Spanish language proficiency.
- Experience working with diverse and underserved populations.
- Additional outdoor education proficiency certifications.
- Experience with Campwise® or similar camp/outdoor center registration/relationship management software.
- Food service experience.

Physical Aspects of Duties/Responsibilities:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Ability to operate common office equipment safely and properly.
- ♦ Ability and willingness to learn how to safely operate various motorized vehicles including 15 passenger vans, trucks, farm utility vehicles, and power tools.
- ♦ Ability to lift 50 pounds, sit, stand, climb, run, jump, hike, swim, paddle, and otherwise engage in *vigorous* activities for extended periods of time in indoor settings, outdoor settings, and all-weather conditions.

Supervised by: Executive Director

Hours: Supervisory level position, year-round, full time, administrative, exempt w/full benefits. Works weekends and evenings as needed, particularly during our busy summer and fall season. Program staff vacations are limited to winter and spring "shoulder" seasons.

Compensation: \$40,000 + (depending on experience), on-site housing and utilities provided in a spacious, 3 bdrm/2 ba home (located at Buckley Wildlife Sanctuary, a 374-acre nature preserve also managed by Life Adventure Center). Excellent benefits include generous PTO, health insurance, 403(b) with up to 5% employer match (vested over time), flexible hours, use of company vehicles for work related travel, paid membership in and continuing education with industry associations (ACA, AEE, etc.), paid training to obtain and maintain professional certifications, and a spectacular, natural work setting.

Application Process: Send cover letter explaining why you are the best candidate for the job as described, resume and three references to: Tim Magill, Executive Director, Life Adventure Center, 570 Milner RD, Versailles, KY 40383 or tim@lifeadventurecenter.org.