



Senior Program and Therapeutic Recreation Assessment Coordinator Job Description

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

- Facilitate on-site programs in all modalities as assigned by the Program Director and assist in developing innovative Program curriculum and assuring high quality service including thorough pre-program briefings and post-program debriefings, providing accurate information in advance, and reviewing staff and participant feedback.
- Coordinate resilience assessments for Life Adventure Center participants and make recommendations for additional or alternate assessments moving forward.
- Train year-round staff on all aspects of assessment and evaluation and lead seasonal staff training and operation for same as needed or requested by Program Director.
- Coordinate review of Life Adventure Center program policies through a lens of ensuring our programs are evidence-based and trauma-informed.
- Empower, encourage, and celebrate participant growth in all Programs through role modeling, group facilitation, unconditional positive regard, and trauma-informed language.
- Demonstrated knowledge of risk management policies, procedures, and emergency response and management plans.
- Assist in documenting participant progress towards goals as directed by the Program Director.
- Complete post-program tasks with other program staff members. Specific duties could include: 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 the Program Team.
- Communicate with Program Director and peer Program Coordinators any problems, changes, and opportunities for growth when evaluating program effectiveness, and offer suggestions for improvement.
- Eagerly engage in trainings as assigned by the Program Director and pursue professional development opportunities to expand team competency and program effectiveness.
- Provides services in manner that respects individual dignity and cultural heritage.
- 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.

Qualifications:

Required:

- Certified Therapeutic Recreation Specialist (CTRS)
- Experience working with youth and/or underserved populations.
- Ability to thrive in a collaborative environment, and demonstration of strong facilitation and public speaking skills.
- A high level of customer service, empathy, and strong interpersonal boundaries.
- Bachelor's degree in Recreation, Therapeutic Recreation, Outdoor/experiential education or related field, Psychology, Social Work, Education, or a related field.

Preferred:

- Additional certifications including one or more of: ACCT Level I 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
- Experience facilitating outdoor adventure/therapeutic adventure experiences in a camp, community, and/or behavioral health setting.

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.
- Each program team member is expected to become trained, certified, and able to facilitate all program areas at LAC. This includes: Challenge Course, Equine, Waterfront/Canoe, Trauma-Informed Practices, First Aid/CPR, Food Management, and Archery.

Hours: Year-round, full time, administrative, exempt w/full benefits. Works weekends and evenings as needed, particularly during our busy summer and fall season.

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

Compensation: \$43,000 + (depending on experience and certifications) per year. 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: Sean Diamond, Program Director, at sean@lifeadventurecenter.org

Life Adventure Center is committed to Equal Employment Opportunities (EEO) 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. Please inform Executive Director if you cannot perform the job functions as described. Every effort will be made to provide reasonable accommodations.