



VISTA Philanthropy and Training 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.

VISTA Philanthropy and Training Coordinator Position Summary:

The VISTA Philanthropy and Training Coordinator will help build awareness of the work we do at LAC, help us develop a junior counselor/counselor-in-training program to promote the field of adventure therapy and outdoor education among previous participants and more, and help our community learn about trauma-informed care to better serve all in our community.

Job duties and responsibilities pertaining to the VISTA Philanthropy and Training Coordinator: (Other duties may be assigned)

- Attend sessions with participants including camps and retreats and take pictures and videos of activities and confirm video/picture release of those being photographed.
- Develop a system of current and new photographs and videos to be stored with their permissions for use in marketing materials, website, and more.
- Create marketing materials for target audiences including assisting with monthly newsletter and social media postings.
- Conduct Best Practice research on how to develop a successful Junior Counselor/Counselor-in-Training program, highlighting potential costs, logistics, and staff time needed to best serve this group.
- Review current partner groups and reach out to partner group leadership to recruit initial cohort of Junior Counselors/Counselors-in-Training.

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.

- Develop materials for a guidebook for Junior Counselors/Counselors-in-Training to include onboarding information, networking with staff and other CITs, and possible career opportunities in the field of adventure therapy/outdoor education/experiential education, etc.
- Develop in-person or virtual training to educate partner groups and community partners about the importance of trauma-informed care, and how they can implement aspects of trauma-informed care into their own work.
- Investigate best practices for after-care materials and work with LAC Staff and community partners to develop a tangible item our participants can refer to when not at Life Adventure Center that will continue to build their resilience and self-regulation skills.
- Produce after-care materials to be sent home with participants to help their parents, guardians, or teachers continue the work of Life Adventure Center.
- Develop a junior counselor/counselor-in-training program and recruit members from the ranks of our participants that are aging out of the partner groups we work with, and develop materials for a guidebook for Junior Counselors/Counselors-in-Training to include onboarding information, networking with staff and other CITs, and possible career opportunities in the field of adventure therapy/outdoor education/experiential education, etc.
- Develop in-person or virtual training to educate partner groups and community partners about the importance of trauma-informed care, and how they can implement aspects of trauma-informed care into their own work. This will also include investigating best practices for after-care materials and working with LAC Staff and community partners to produce materials both for parents/guardians/teachers to reference AND for our participants can refer to when not at Life Adventure Center that will continue to build their resilience and self-regulation skills.
- 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.

Qualifications:

- 18+
- Organized and detail-oriented.
- Creative and adaptable.
- Able to pass background check.
- Able to pass a drug test.
- Able to work up to 40 hours a week.
- Able to complete 12-months of service.

Position Reports to:

- Director of Philanthropy and Engagement or their designee

Will be evaluated by:

- Director of Philanthropy and Engagement or their designee

Compensation:

- Americorps members receive: a modest living stipend, money for college or trade school, professional development, Loan deferment and interest forbearance, and more. For more information, please visit:

<https://www.americorps.gov/serve/what-to-expect>

- Note: Life Adventure Center may also be able to provide housing, depending on need of the Americorps VISTA member.

Application Process:

- All VISTA applicants must submit a resume & cover letter to laurel@lifeadventurecenter.org (please cc: vista@plantory.org) and also apply on my.americorps.gov site.