

NATIONAL ABILITY CENTER
AmeriCorps Member Service Description

The AmeriCorps Member will perform two or more of the major tasks listed below:

PROGRAM INSTRUCTOR

- 1) Teach horseback riding lessons by:
 - a) Following the prescribed lesson format developed by the Equestrian Manager,
 - b) Using the prescribed teaching skills as defined by NAHRA.
- 2) Teach skiing/snowboarding lessons by:
 - a) Following the prescribed lesson format developed by the Ski Manager,
 - b) According to PSIA guidelines,
 - c) According to DSUSA guidelines.
- 3) Teach canoeing lessons by:
 - a) Following NAC developed curriculum.
- 4) Teach cycling lessons by:
 - a) Following NAC developed curriculum
- 5) Teach water ski lessons by:
 - a) Following NAC developed curriculum
- 6) Assist in the facilitation of team building initiatives by:
 - a) Belaying participants on the climbing wall,
 - b) Assists participants on the challenge course,
 - c) Instructing team building initiatives skills to participants.

VOLUNTEER COORDINATOR

- 1) Coordinate volunteers assisting in one or more of the programs.
 - a) Assist in creating volunteer schedule.
 - b) Provide training opportunities for volunteers.
 - c) Coordinate program logistics including necessary equipment/transportation.
 - d) Communicate policy and current issues to volunteer staff.
 - e) Encourage communication lines among staff, coordinators and volunteers.
 - f) Support coordinators in staff meetings, instructor review, and training.
 - g) Assist with on-site program inspection and review.
 - h) Assist in establishing safety guidelines, policies and procedures for all programs.
 - i) Communicate with volunteers regarding scheduling, program logistics, and transportation.
 - j) Teach lessons when appropriate.
 - k) Attend workshops, events and training seminars.

OUTREACH COORDINATOR

- 1) Assist Outreach Manager with program promotion by:
 - a) attending fairs,
 - b) visiting current and potential clients, and
 - c) by making presentations to special interest groups.
- 2) Preparing outreach material:
 - a) PowerPoint presentations,
 - b) Posters, and
 - c) Flyers
- 3) Manage the Ability Awareness Program

PROGRAM COORDINATOR

- 1) Coordinate the canoe program by:
 - a) Teaching the participants the skills needed to participate in the activity
 - b) Directing the participants and volunteers in the activities
 - c) Training and scheduling volunteers
 - d) Developing new and creative, therapeutic canoe activities
 - e) Maintaining equipment

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Skills required:

Horseback Riding:

- High comfort level with working with individuals with disabilities;
- Ability to communicate with children and individuals with disabilities;
- Familiarity with horses, preferably, skilled in animal care and riding.
- Physically capable of handling tack and assisting participants in mounting.

Skiing:

- High comfort level with working with individuals with disabilities;
- Ability to communicate with children and individuals with disabilities;
- Physically strong;
- Solid intermediate skiing skills;
- Able to withstand 3 hours in the cold.

Canoeing:

- High comfort level with working with individuals with disabilities
- Ability to communicate with children and individuals with disabilities
- Ability to swim
- Intermediate canoe skills (ability to steer a canoe in a straight line)
- Physically capable of handling equipment and assisting participants in and out of canoes
- Able to withstand sun and wind for up to 8 hours/day
- Lifeguard certification and/or small craft safety certification a plus

Cycling:

- High comfort level with working with individuals with disabilities
- Ability to communicate with children and individuals with disabilities
- Ability to ride a bike at least 2 miles
- Physically capable of handling equipment and assisting participants in and out of bikes

Water Skiing:

- High comfort level with working with individuals with disabilities
- Ability to communicate with children and individuals with disabilities
- Ability to swim
- Intermediate water skiing skills or knowledge
- Physically capable of handling equipment and assisting participants in and out of boats
- Able to withstand sun and wind for up to 8 hours/day
- Lifeguard certification and/or water ski certification a plus

Adventure Learning:

- High comfort level with working with individuals with disabilities
- Ability to communicate with children and individuals with disabilities
- Familiarity with horses, preferably, skilled in animal care and riding
- Physically capable of handling tack and assisting participants in mounting
- Experience in small group presentations
- Comfort with working directly with individuals

Outreach Coordinator:

- Knowledge of Microsoft Word, Excel, Powerpoint and Publisher.
- Experience in public speaking, small group presentations and direct contact with prospective "clients".

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Volunteer Coordinator:

- Knowledge of Microsoft Word, Excel and Access;
- Experience in small group presentations;
- Organized and able to work with details;
- Comfort with working directly with individuals

Canoe Program Coordinator:

- High comfort level with working with individuals with disabilities
- Ability to communicate with children and individuals with disabilities
- Intermediate canoe skills (ability to steer canoe in a straight line)
- Ability to swim
- Physically capable of handling equipment and assisting participants in and out of canoes
- Ability to withstand up to 8 hours in sun and wind
- Drivers license
- Comfort driving a hitched trailer or willingness to learn
- First Aid/CPR
- Lifeguard certification and/or small craft safety certification a plus