LEAP 20-21 Community Outreach & Education Coordinator

Kingdom Trail Association
PO Box 2014 / 468 VT 114
East Burke VT 05832

This position is part of the Lyndon Economic opportunity AmeriCorps Program (LEAP). LEAP is a national service program that places AmeriCorps members with non-profit organizations throughout the Northeast Kingdom (NEK) of Vermont to support those organizations in expanding their services that many communities rely on. LEAP members deliver direct service to local youth in the form of PreK-12 STEM educational programming. LEAP supports members in their path to educational and career attainment through direct service, on-going trainings, and professional development opportunities offered during the service year.

About Kingdom Trails

The mission of the Kingdom Trail Association is to provide recreation and education opportunities for local residents and visitors while working to conserve natural resources and create economic stimulation. Kingdom Trails strives to accomplish this mission by managing, maintaining, and developing a network of quality non-motorized trails for all levels of ability incorporating the best of the natural scenery and diversity.

The Kingdom Trail Association AmeriCorps Community Outreach & Education Coordinator would be responsible for creating, planning, and producing programming, events, presentations, publications, social media, and signage to develop Kingdom Trail’s local community relationships and further our educational reach.

Position Description

- Work with KTA Team to accomplish Goal #4 of the Kingdom Trail 3-Year Strategic Plan
  - Community Impact- The Kingdom Trails system contributes to a vibrant, healthy culture and strong regional economy.
- Work with local school/ youth groups to further Kingdom Trails mission and educational reach.
- Develop educational/ environmental conservation signage alongside particular sections of trail.
- Aid in planning for existing events and coordination of local volunteers for: NEMBA Fest, Winterbike, Race Back to School, Landowner Appreciation, KTA Volunteer Day, etc.
- Ability to create, plan, implement new programming, events, initiatives, or educational endeavors.
- Communicate and educate the local community of health & economic benefits Kingdom Trails provides.
- Social media educational campaigns to bring awareness of Kingdom Trail’s mission and actions.
Marginal Functions

- Collaboration with other area nonprofits/ initiatives: OneBurke, School District, Kingdom Kids, Chamber of Commerce, etc.
- Aid in choosing and distributing local sponsorships to other community events.
- Aid in choosing and distributing local donations to other community nonprofits/ projects/ initiatives.
- Aid in Kingdom trail fundraising efforts; VT Gives Day, direct asks, capital campaigns, etc.
- Aid in creation of Kingdom Trail’s Annual Report; compiling direct economic impact statistics, demographics, and success stories and communicating to local communities.
- Potential to participate in optional COVID-19 relief efforts, including but not limited to: food distribution, mask-making, PPE distribution

Desired Qualifications

- High School diploma, advanced degree or equivalent experience in a field that relates to the responsibilities of this position such as education, outdoor recreation, environmental education, non-profit management, community outreach and/or volunteer management.
- Knowledge planning, implementing, and evaluating educational programs & events that are accessible and geared toward a local community.
- Excellent organizational skills and planning, coordinating, and executing programs, events, and volunteers.
- Ability to teach ideas effectively and creatively both orally and in writing.
- Established and confident communication skills in-person, in public, over the phone, through email, and social media.
- Self-starter, motivated, and productive worker.
- Ability to work collaboratively in a team setting.
- Ability to lead groups of volunteers and students.

LEAP Minimum Qualifications:

- Be a US citizen (or have permanent resident status; call with questions about this);
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit), or 17 years of age with written parental permission;
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check, FBI Fielprint fingerprinting, AHS Child and Adult Abuse registry check, and Truescreen background check;
- Be committed to the Lyndon Economic opportunity AmeriCorps program, and its ethic of service and personal and professional development of its participants;
● Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events;
● Be committed to participating in the LEAP data collection process.

Service Conditions

Position is primarily indoors at the KTA location from 8am – 3/4pm. Some travel to area schools/nonprofits, plus outside work on trail network and outdoors during events or programming. Position will include biking and other outdoor recreation activities.

Position begins: April 1, 2021    Position ends: August 31, 2021

This position is: (check one)

✔ Full Time: Requires 1,700 hours for an average of 36 hours per week for one year. Member will receive a living allowance of $14,279 (pre-tax), and an education award of $6,195 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training opportunities.

Half Time: Requires 900 hours for an average of 20 hours per week for one year. Member will receive a living allowance of $7,000 (pre-tax), and an education award of $3,097.50 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance and various training opportunities.

Quarter Time: Requires 450 hours of service. Member will receive a living allowance of $3,500 (pre-tax), and an education award of $1,638.89 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

Other: please contact LEAP by phone to discuss any other slot types that may be of interest.

This position (check one)

✔ does

___ does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply:

For questions about this position or to send additional materials:

Katie Carroll, Program Coordinator 802-626-0737 / katie@kingdomtrails.org

Additional information on AmeriCorps is available at www.americorps.org.
The Lyndon Economic opportunity AmeriCorps Program (LEAP) is hosted by Northern Vermont University on the Lyndon campus and is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.