# IMPACT Trip Coordinator

**Job Summary**: The purpose of the IMPACT Trip Coordinator position is to plan, prepare, and resource 8-12 ACMNP IMPACT trips per year and communicate trip information to team leaders. These trips will include ACMNP program trips and custom planned trips for ACMNP ministry partners.

**Requirements for all positions at ACMNP include:**

* Demonstrates excellence in verbal and written communication
* Strong interpersonal skills
* Strong problem solving skills and ability to react to intense, emergency situations
* Excellent project management, organizational, and time-management skills
* Self motivated and ability to work in fast-paced team environment where multi-tasking is the norm
* Proficiency in computer technology including Microsoft Office programs
* A love and deep commitment to the ACMNP mission
* A love of the national parks
* Interest in position developing into a full-time option

**Key Responsibility Areas:**

1. **Plan**
   * Assist in recruiting IMPACT Trip participants and groups
   * Interview IMPACT Trip organizations and participants to clarify and communicate expectations
   * Prepare trip budgets, fees, and payment schedules
   * Create and secure trip contracts with appropriate timelines
   * Research cost effective housing and transportation options
   * Investigate worship, service project, and outdoor experience opportunities
   * Create action checklist for each trip
2. **Prepare**
   * Manage trip expenses in order to meet budget
   * Monitor deposit and payment deadlines
   * Secure housing and transportation reservations
   * Apply for necessary NPS permits
   * Secure volunteer service opportunities
   * Provide appropriate online training
   * Facilitate and administer The Lions Lead Leadership Assessment
   * Assist staff in training future IMPACT Trip Leaders
3. **Resource**
   * Assemble leadership assessment results digitally and in printed format
   * Compile all teaching materials, t-shirts, stickers for distribution through trip leader
   * Arrange all necessary camping, cooking, hiking, and service project supplies
   * Prepare trip notebook containing all information pertinent to IMPACT Trip
   * Serve as primary contact with IMPACT Trip participants and groups
   * Inform and collaborate with IMPACT Trip Leaders, providing the information needed to lead trip
   * Participate in and co-lead two trips each year
4. **Communicate**
   * Develop and maintain excellent relationships with NPS personnel, concessionaire resources, service providers, partners, and park volunteer organizations
   * Ensure that accurate information concerning IMPACT Trips is being communicated through all ACMNP publicity outlets
   * Schedule and lead comprehensive trip planning meeting with all trip leaders. Research and answer all relevant questions
   * Provide accurate and complete information to all parties involved in IMPACT Trips: participants, leaders, service providers, and partner groups
   * Act as liaison between ACMNP National Office Staff, trip participants, and partners before and during IMPACT Trips
   * Prepare report for each trip for Director of Program and Leadership with trip evaluation, financial report, and mission outcomes within 30 days of the completion of trip
   * Manage expense reports and receipts for each trip
   * Maintain accurate records and files for the purpose of planning future trips
5. **Serve as a contributing member of the ACMNP staff team with a heart for the entire ministry.**

**Skills and Qualifications:**

* Personal faith in Jesus that can be expressed in an engaging manner via public speaking, leading small groups and in one on one conversation
* Personal integrity, sensitivity and caring that inspires confidence in our constituencies with the ability to maintain strict confidentiality
* Excellent telephone and interpersonal skills
* Goal oriented
* Proven track record in managing complex multi-faceted projects
* Proven track record of managing volunteers
* Conversant with the breadth of Christian traditions and comfortable working cooperatively in interdenominational settings
* Ability to travel
* Willingness to grow position into a full-time role.

**Work Hours, Compensation, and Benefits:**

* Part-time
* There are no benefits offered for this position at this time

**This position reports directly to the Director of Program & Leadership and will be responsible for achieving annual goals developed in collaboration with the Co-Executive Directors and other ACMNP staff.**