

Nebraska Lutheran Outdoor Ministries

Job Description

Position Title: Adult Programs Specialist

Date: November 2022

Reports To: Director of Programs

Summary of Responsibilities

The Adult Programs Specialist leads the creation and management of all adult year-round programming related to retreats and day events sponsored and organized by Nebraska Lutheran Outdoor Ministries as well as the summer service project. This position also works closely with the Youth Programs Specialist to provide intergenerational programming. The position is charged with maintaining, promoting and enhancing the image of NLOM through high quality programming put on for the purposes of advancing the mission of NLOM.

Position Responsibilities

1. Lead the creation and management of year-round adult retreats and workshops including
 - a. Coordination of event schedules
 - b. Communication and information gathering with all key stakeholders
 - c. Coordinate the marketing/promotional calendar and get that information to the correct people
 - d. Coordinate event specifics: schedule, supplies, coordination of people
 - e. Coordination of registrations and fee collections
 - f. Coordination of all scheduling and facility/service needs with other NLOM departments
 - g. Assist with the execution of evaluations
 - h. Assist with the creation of and adherence to retreat budgets
 - i. Create and distribute follow-up reports as requested
2. Lead in the development and growth of NLOM's Jay Novicki program for adults with special needs both onsite and traveling. Also, be a point person of reference for summer camp programming involving campers with special needs.
3. Help grow NLOM's year-round programming for its audiences, recruiting of high-quality retreat leaders and recruiting participants.
4. Be on-site and help facilitate NLOM retreats (schedule will be adjusted to accommodate required night and weekend hours as needed).
5. Lead and help coordinate off-site adult programming including, but not limited to, young adult trip camping and adult mission-based trips.
6. Help grow programming connections to ELCA, Nebraska Synod, and other faith based, mission fitting adult audiences.
7. Be the point person to plan and coordinate summer camp's summer service project.

Qualifications

1. Passion and drive to create and lead faith-based adult programming and help NLOM expand its offerings.
2. Excellent written, verbal, and interpersonal communication skills.
3. Strong organizational skills.

4. Ability to work within a budget.
5. Ability to work with minimal supervision.
6. Ability to work effectively with a wide range of constituencies.
7. Proficient in using Microsoft Office (Word, Excel, Powerpoint)
8. Ability to work nights and weekends when the job requires it.
9. Valid driver's license and good driving record.

Professional Expectations and Requirements

1. Adhere to the standards of the American Camp Association.
2. Adhere to NLOM's Code of Conduct.
3. Maintain the confidentiality of sensitive matters and materials.
4. Thorough understanding of NLOM's policies and practices.