

# Nebraska Lutheran Outdoor Ministries

## Job Description

**Position Title:** Youth Programs Specialist

Date: October 2022

**Reports To:** Director of Programs

### **Summary of Responsibilities**

The Youth Programs Specialist leads the creation and management of all youth year-round programming related to retreats and day events sponsored and organized by Nebraska Lutheran Outdoor Ministries. This position also works closely with the Adult Programs Specialist to provide intergenerational programming. Alongside the Summer Camp Director, the Youth Programs Specialist runs the day-to-day operations of summer camp.

### **Position Responsibilities**

1. Day-to-day work with the Summer Camp Director in all aspects of summer camp programming operations during the summer camp season
  - a. Help lead and train the summer ministry team members during staff training.
  - b. Daily supervision of summer ministry team and provide feedback to help them continue to grow and develop as leaders.
  - c. Primary contact for the overnight hours during summer camp operation for assistance or emergency response.
2. Development of camper retainment program through non-summer retreats for youth and families
3. Lead the creation and management of year-round youth retreats
  - a. Coordination of retreat schedules and communicating needs to Guest Services and Buildings and Grounds teams.
  - b. Coordinate the marketing/promotional calendar and get that information to the correct people.
  - c. Plan daily schedule of the retreats and have them properly staffed and supplied.
  - d. Work with registrar to coordinate registration and fee collection for youth retreats.
  - e. Create and distribute follow up reports as requested.
  - f. Work with Camp Director to create a staff feeder program for high school aged youth that operates year round.
4. Assist other program areas outside of summer camp, such as ropes course facilitation, staff recruitment efforts, camp promotion and camper recruitment, and environmental education
5. Work with the program department to ensure compliance with American Camp Association standards, including acting as the Aquatics Director
6. General agency support when needed

### **Qualifications**

1. Passion and drive to create and lead faith-based youth programming and help NLOM expand its offerings.
2. Excellent written, verbal, and interpersonal communication skills.
3. Strong organizational skill.
4. Ability to work within a budget.
5. Ability to work with minimal supervision.
6. Ability to play guitar and lead songs a bonus.
7. Ability to work long hours during peak programming times, including nights and weekends.
8. Valid driver's license and good driving record.

### **Professional Expectations and Requirements**

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

### **Other Duties**

As assigned by Director of Programs or Executive Director

### **Housing**

NLOM requires this person to live on-site from the beginning of staff training until the end of summer camp. Housing is provided during this time and any time it is needed for a youth retreat.