

# Nebraska Lutheran Outdoor Ministries

## Job Description

**Position Title:** Volunteer Coordinator & Marketing Support Specialist

**Reports To:** Associate Director of Marketing

### **Summary of Position**

The Volunteer Coordinator & Marketing Support Specialist will work up to 30 hours per week managing the volunteer programs for Nebraska Lutheran Outdoor Ministries and providing support for NLOM's marketing activities.

### **Position Responsibilities**

1. Build, grow, and steward relationships with volunteers
2. Work with all departments within NLOM to train, support, and recognize each volunteer's gift of time and talents
3. Proactively seek areas across the organization where volunteers can be integrated
4. Design and implement a workflow for volunteer organization—from recognizing an organizational need to follow-up and tracking of hours
5. Help prepare for, carry out, and wrap up all NLOM marketing events
6. Create signage to direct guest groups using a Cricut Maker machine
7. Assist with the production of in-house print materials
8. Work with the local U.S. Post Office on bulk mail requirements to process NLOM's direct mail projects
9. Manage inventory of marketing-related materials and supplies
10. Manage data related to various mailing lists, as needed
11. Back-up phone reception, as needed, during each shift
12. Manage Summer Camp Lost and Found
13. Other duties, as assigned

### **Professional Expectations**

1. Adhere to the standards of the American Camp Association
2. Maintain the confidentiality of sensitive matters and materials
3. Understand NLOM's policies and practices

### **Required Skills**

1. Excellent organization and planning abilities
2. Strong ability to solve problems as they arise
3. Good phone reception skills
4. Ability to take direction
5. Ability to work within a team
6. Ability to lead volunteers
7. Ability to handle multiple projects at once
8. Working proficiency with Microsoft software – Outlook, Word, Excel
9. Previous experience with Cricut Design Space preferred