

# Nebraska Lutheran Outdoor Ministries

## Job Description

**Position Title:** Summer Camp Director

Date: August 2022

**Reports To:** Director of Programs

### **Summary of Responsibilities**

The Summer Camp Director helps NLOM grow its life-changing, faith conveying program offerings through the direct planning and management of summer camp. The position is the key leader of the Summer Ministry Teams and the recruitment of those teams. The position is also the first line contact for guardian concerns and emergency response.

### **Position Responsibilities**

1. With guidance from the Director of Programs, coordinate all aspects of summer camp programming, including faith formation program design, personnel management, staff recruitment, etc.
  - a. Day-to-day work with the program team on summer camp program matters.
  - b. Be regularly involved in all camp sites during the summer camp season and help guide leadership staff at those sites.
  - c. Direct supervision of the Summer Ministry Team, along with the Youth Programs Specialist.
  - d. Ensure safe working and camping environments for all campers, Summer Ministry Team members, and other participants in NLOM outdoor programs.
  - e. Manage operations of all summer camp programs and respond to guardian concerns in a timely manner.
  - f. Work with the program team in designing and leading summer staff training.
  - g. Coordinate all assignments of summer staff during the camp weeks and work with the Youth Programs Specialist to create weekly schedules.
2. Lead and coordinate summer camp staff recruitment.
  - a. Create a sustainable recruitment model to keep NLOM as a desired summer job for young adults
  - b. Create and sustain relationships with various campus ministries through Nebraska and the Midwest including, but not limited to, Lutheran Campus Ministries
  - c. Along with the Youth Programs Specialist and the Director of Programs, interview and hire summer staff members as they are recruited
3. Program support as assigned by Director of Programs.
4. Help ensure that an effective camper recruitment program is in place.
5. Work with the Director of Programs to ensure compliance with ACA Standards.
6. General Agency Support.

**Qualifications**

1. Bachelor's degree and at least three years of experience supervising and directing camping programs. Experience and education can be substituted for both areas.
2. A member of the Lutheran faith or a full communing partner.
  - a. <https://www.elca.org/Faith/Ecumenical-and-Inter-Religious-Relations/Full-Communion>
3. Excellent written, verbal and interpersonal communication skills.
4. Ability to play guitar and lead songs a bonus.
5. Strong leadership skills.
6. Strong organizational skills.
7. Ability to work with minimal supervision.
8. Ability to supervise, train, and gain the respect of young adult staff.
9. Ability to work effectively with a wide range of constituencies.
10. Ability to work long hours during peak programming times, including nights and weekends.
11. Comfortable with overnight travel.
12. 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