

# Nebraska Lutheran Outdoor Ministries

## Job Description

**Position Title:** Sullivan Hills Program Specialist

Date: February 2024

**Reports To:** Director of Programs

**Weekly Hours:** 40 hours/week in June and July, on call hours rest of year

### **Summary of Responsibilities**

The Sullivan Hills Program Specialist helps NLOM implement and lead its life-changing program offerings at Sullivan Hills Camp year round.

### **Position Responsibilities**

1. With guidance from the Director of Programs and Summer Camp Director, coordinate all aspects of summer camp programming, including faith formation program design, personnel management, etc. at Sullivan Hills Camp
  - a. Be regularly involved in programming during the summer camp season and help guide staff at Sullivan Hills.
  - b. Direct supervision of the Summer Ministry Team assigned to Sullivan Hills each week.
  - c. Ensure safe working and camping environments for all campers, Summer Ministry Team members, and other participants in NLOM outdoor programs.
  - d. Manage operations of all summer camp programs and respond to guardian concerns in a timely manner.
  - e. Work with the program team in designing and leading summer staff training.
  - f. Coordinate all assignments of summer staff during the camp weeks at Sullivan Hills and create weekly schedules.
  - g. Marketing and promotion of summer camp programs offered at Sullivan Hills to various audiences, possibly including church visits, activity fairs, presentations to youth clubs or groups
2. Development of camper retainment program through non-summer retreats for youth and families at Sullivan Hills
3. Lead the creation and management of year-round 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 NLOM retreats.
  - e. Create and distribute follow up reports as requested.

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. General agency support when needed

### **Qualifications**

1. Passion and drive to create and lead faith-based 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