



# Adult Program Coordinator

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<b>TITLE:</b>	Adult Program Coordinator
<b>SUMMARY:</b>	Under the general supervision of the Director of Programs, the Adult Program Coordinator is responsible for designing and executing all Adult Program offerings at Zephyr Point. The Adult Program Coordinator should have a genuine interest in and compassion for the mission of Zephyr Point Presbyterian Conference Center and a commitment to the growth and expansion of our adult program offerings. A successful candidate will have a passion for designing and implementing successful recreational, spiritual, and/or educational events for adults from a wide variety of ages, interests, and backgrounds.
<b>SALARY RANGE:</b>	\$50,000-\$56,000
<b>STATUS:</b>	Full-time
<b>CLASSIFICATION:</b>	Exempt
<b>REPORTS TO:</b>	Director of Programs
<b>DIRECT REPORTS:</b>	Varies, none to occasional part-time and seasonal employees and volunteers

## **DUTIES AND RESPONSIBILITIES:**

- A. Oversee all stages of planning process for Zephyr Point Adult Program offerings from visioning to implementation
- B. Work with adult program partner organizations, event faculty, planning committees, and/or other leaders to design an event that meets the specific goals for each program offering
- C. Develop event themes and identify speakers or other special guests for all adult programs
- D. Coordinate adult program registration process by fielding participant questions, taking payment, making room assignments, printing conference materials, and communicating arrival information
- E. Utilize booking software to maintain accurate lodging/meeting space reservations and meal counts in advance of event
- F. Coordinate with other team members to keep program and rate information updated across all platforms (website, email, printed materials, on-site signage, etc.)
- G. Serve as primary support person on-the-ground while programs are in session
- H. Collaborate with other members of the Program staff to develop and enforce program policies, terms, and conditions
- I. Maintain organized notes and records for program visioning, planning, and implementation
- J. Process payments and other guest forms related to ZP programs
- K. Attend all mandatory ZPPCC staff meetings

**KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Commitment to live out the Mission, Vision, and Values of ZPPCC
- B. Ability to maintain good relations with people of varying ages, personalities, and interests
- C. Keen sense of time and priority management, with ability to meet deadlines; ability to carry out detailed plans, organize and process heavy volumes of work that vary greatly by season
- D. Strong administrative skills with the ability manage many tasks at a time while maintaining close attention to detail
- E. Excellent oral and written communication skills and the ability to respond professionally over phone and by email
- F. Comfortability with making public announcements to large groups
- G. Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- H. Positive, creative, optimistic, and energetic personality

**QUALIFICATIONS:**

- A. Minimum four-year college degree in related program
- B. Minimum two years' experience in program development, event planning, camp & retreat ministry, or related field. Theological fluency in the PC(USA) and/or Reformed Tradition is preferred.
- C. Passion for designing and implementing successful recreational, spiritual, and/or educational events for adults from a wide variety of ages, interests, and backgrounds
- D. Proficiency in standard office software platforms and various social media platforms; ability to learn and implement camp registration software.
- E. Ability to read, write and speak English well to communicate effectively with guests, staff, and other agencies; fluency in Spanish is desirable
- F. Maintain a valid driver's license and insurable driving record; must have a reliable means of transportation in all seasonal weather conditions
- G. Ability to maintain a flexible schedule including frequent evenings, weekends and holidays

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

Physical demands and work environment characteristics including, but not limited to, lifting/moving up to 25 pounds, walking on unstable grounds up to 1 mile, and exposure to variable seasonal weather conditions, moving machinery, and moderate noise are representative of those that may be required of an employee to successfully perform the essential functions of this job.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

*Other duties may be assigned. Should such duties become routine, the job description will be reviewed and revised.*

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Director of Programs Signature \_\_\_\_\_ Date \_\_\_\_\_