



## Adult Programs Coordinator

The Adult Programs Coordinator is a full-time (exempt) member of the Claggett Center Programs Department and reports to the Programs Director. The Adult Programs Coordinator shall further the mission of the Claggett Center through the development and management of program, human resource, financial, and marketing, including, but not limited to:

### 1. PROGRAM (70%)

- a. Design, deliver, and evaluate year-round adult programs that meet the needs and interests of the target populations and ensure their delivery in a safe and quality manner, including, but not limited to, worship, recreation, meal times, workshops, social hours, etc.
- b. Ensure mission alignment of adult program content (selection of themes, speakers, activities, etc).
- c. Remain knowledgeable with faith-based and secular programmatic trends for adults.
- d. Recruit, develop, manage, and support volunteer program committees in their planning and coordinating of Claggett programs.
- e. Develop and implement training programs for volunteers that promote diversity, safety, and empowerment.
- f. Troubleshoot program issues, solve problems, and provide conflict management as necessary.
- g. Serve as the adult programs “face of programming” during program implementation. Be visible and present throughout all programming.
- h. Facilitate positive communication with volunteers, staff, and prospective and registered participants
- i. Implement crisis and risk management procedures as necessary
- j. Annually seek and analyze input from participants, volunteers, and staff regarding the quality, safety, and enjoyment of the program through formal evaluations.
- k. Work collaboratively with Claggett colleagues across departments to prepare retreat materials and make sure guest and meeting spaces are ready.
- l. Ensure the cleanup and tear down of any program related materials at the conclusion of every program, including noting and communicating facility maintenance needs or damage to the appropriate departments, following Reporting Damage and Incidents Protocol.
- m. Work collaboratively with diocesan staff and volunteers to develop and coordinate programs within a broader diocesan calendar

### 2. MARKETING (20%)

- a. Work collaboratively within the Programs Department to develop and implement a marketing plan using print, website, and social media to increase participant diversity and attendance.
- b. Promote Adult Retreats at Claggett at diocesan events and church visits.
- c. Develop and implement recruitment and retention strategies.
- d. Take and acquire event photographs, organize and archive for marketing and promotional purposes.

3. OTHER (10%)

- a. Work collaboratively within the broader Programs Department to vision and implement programs.
- b. Assist youth programming as necessary based on program calendar and needs.
- c. Participate in appropriate staff meetings, training events, and leadership activities.
- d. Fill in for or assist other Claggett Center departments as necessary

**Employment Terms**

- Full-Time: approximately 32 hours per week (1,664 annually)
- Salary: commensurate upon experience; starting at \$41,500
- Hybrid Work Schedule – typically 2 days onsite at the Claggett Center and 2-3 days remote per week
- Seasonal Flex Schedule – Given the seasonal nature of the adult retreat calendar, the employee will work a seasonal flex schedule:
  - September-April: 5 days per week (approximately 32-40 hrs/wk)
  - June-July: 4 days per week (approximately 24-32 hrs/wk)
- Employee is required to be onsite for all adult programs, including residing overnight when programs are in session.
- Employee may occasionally be required to reside overnight during key youth programming.

**Qualifications & Requirements**

The ideal candidate will be grounded in Christian faith consistent with the Episcopal Church, possess a bachelor's degree, and have camp, Christian formation, or program management experience. Additional qualifications include the following:

1. Self-starter that can work independently with minimal direct supervision.
2. Energetic, creative, friendly demeanor with a positive attitude when working with the public.
3. Dependable, professional behavior with a responsible work ethic.
4. Experience working with adults with a proven interest in conference center ministry.
5. Excellent written and communication skills.
6. Ability to maintain the integrity of sensitive and confidential information.
7. Champion, advocate, and change agent for diversity and inclusivity.
8. Functional knowledge of word processing and database management. Experience working on website and social media content is desirable.
9. Applicant should enjoy working in both an outdoor and office setting and working in a faith-based community.
10. Ability to lift and move 25 pounds.
11. Valid driver's license and reliable transportation.
12. Willingness to work flexible hours, weekends, and long hours seasonally. Applicant is required to reside overnight during key programming.