



www.adamsplacelv.org

Job Title: Camp Cope Group Night Manager

Organization: Adam's Place - Grief Support Center

Position Type: Independent Contractor

Hours/Location: 4 hours per month per location/Available locations: Henderson, Summerlin, Centennial Hills. Applicants can apply to support one or more locations.

Project Timeline/Contract Terms: September 2025 - April 2026

Compensation/Benefits: \$100 per group night - 3 hours on-site and 1 hour administrative

About Adam's Place:

Adam's Place is a 501(c)(3) local non-profit organization whose mission is to support children, teens, and families experiencing loss through our Camp Cope programs, education and training.

Position Summary:

The group night manager will possess the knowledge and skills necessary to manage Adam's Place Camp Cope group night meetings. This individual will be responsible for maintaining the evening's schedule and managing resources, and volunteers according to the Adam's Place Camp Cope model. Adam's Place is seeking a qualified candidate to serve as an ambassador for the organization and provide coaching and support for volunteers.

Key Responsibilities

1. The group night manager will be knowledgeable about the role of volunteer group facilitator.
2. The group night manager will be familiar with the format and structure of group night meetings and have knowledge of the evening's schedule of events including special events or guests.
3. The group night manager will have knowledge of the meeting's themes and planned activities and will be responsible for organizing or providing necessary resources. The group night manager will direct and support volunteers on site to complete the meeting's agenda.
4. The group night manager will be responsible for conducting pre and post group for facilitators and collecting any necessary forms (i.e. attendance sheets, activity surveys, participant post-group surveys, etc).
5. The group night manager will be responsible for closing duties and may be a key holder depending on the location of the group meeting.
6. The group night manager will be knowledgeable about emergency and safety practices including the Adam's Place Harm Protocol, location of the first aid kit, and emergency contact information for both volunteer and family participants, and the route for evacuation in the event of an emergency.
7. The group night manager will be responsible for documenting the group meeting through photographs, attendance records, surveys and will communicate with the executive director to report any concerns or irregularities.
8. The group night manager will be responsible for performing any additional administrative tasks to support the organization's programs and ensure the timely completion of deliverables.

Qualifications

- Must be 21 years of age or older.
- Must be available to attend monthly group meetings on the scheduled dates for your selected program location.
- Must complete a background check.
- Must complete Adam's Place Facilitator Training

Application Process

To apply, please complete the Adam's Place Job Application located on our website. Please include your resume and a cover letter outlining your relevant experiences.