

Staff Coordinator

I. Ministerial Position

Staff Coordinator

II. Reporting Relationship

The Staff Coordinator reports to the Student Ministries Director

III. Ministry Summary

The Staff Coordinator will exemplify the following characteristics: 1) strong professing Christian (Romans 5:8, 10-11) whose character is proven (1 Timothy 3:8-13) 2) a role model of Christ in everything that they do (1 John 3:18) 3) believe in the authority of Scripture (2 Timothy 3:16) 4) use their ministry as an example of Christ and to draw others closer to Him (1 Cor 13, Phil 2:1-4) 4) be accountable in relationship with others (Galatians 6:1-5). The position is responsible for identifying, recruiting and developing a pool of qualified summer staff leaders, volunteers and project serve groups to allow us to impact lives for the eternity through God's word, creation, adventure programming and warm Christian fellowship.

IV. Ministry Tasks

- A. Lead the recruiting, hiring and development of all summer staff (volunteer and paid) and youth and adult volunteers throughout the year.
- B. Ensure the spiritual nurture, leadership development and free time activities of summer staff and counselors
- C. Recruit, organize and develop relationships with church, college or family groups ("Project Serve") for weekends needing volunteers. Staff all volunteer service groups.
- D. Regular communication with Missionary Staff regarding staffing needs
- E. Assign summer staff to jobs as needed
- F. Design and maintain an evaluative tool for summer staff.
- G. Coordinate our "online" training for all incoming summer staff; work closely with the Director of Physical Safety in regards to safety, child protection
- H. Work with all ministry leaders to conduct the training weeks prior to Summer camps.
- I. Work alongside the student camp directors to properly staff all three sites
- J. Issue applications and facilitate the processing of summer and offsite adventure staff applications
- K. Work with the Personnel Director to ensure awareness and compliance with human resource policies and practices
- L. Other duties and responsibilities as assigned by Student Ministries Senior Director
- M. Support-raising is one of the responsibilities of this position therefore the employee must keep his/her support team informed on a regular basis regarding one's ministry

V. **Qualifications**

- A. Agreement with the theological positions of Fort Wilderness Ministries (2Tim 3:16-17, John 1:1-14, Col 1:14, 1 Cor 15:13-18)
- B. Agrees with and has signed the Statement of Belief and Support and the Lifestyle Commitment. Understands that serious violation of these statements could be cause for dismissal. Agrees that incompetence in performing this role, insubordination to ministry leadership, or immoral behavior would constitute reasonable cause for immediate dismissal and termination of this employment with Fort Wilderness.
- C. Demonstrates a Christian lifestyle that reflects the Biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. (Luke 6:40)
- D. Effectively teaches and otherwise communicates the Christian faith to others and furthers the religious mission of Fort Wilderness.
- E. Able to fulfill Fort's purpose through using Fort's core values (God's Word, Wilderness, Adventure and Relationships)
- F. Ability to work in a fast-paced environment
- G. Team player with proven leadership; natural relationship-builder; ready to be developed; flexible; very dependable; organized
- H. Makes wise personnel decisions; understands big picture of Fort's ministry
- I. Can take instruction from and communicate with the Management Team
- J. Has a strong spiritual walk with God; is a growing disciple-maker & growing in their Identity in Christ.
- K. Communicate effectively with adults and youth; able to speak into their lives
- L. Ability to form and lead teams of volunteers and summer staff leaders
- M. Proficient with MS Office
- N. Ability to maintain a budget
- O. Support from a sending church and ongoing participation in a local church with a desire and commitment for spiritual growth and development in your walk with Christ through prayer, God's word and lifestyle which honors Him

VI. **Benefits**

- A. This is an "at will" support-raising position. Compensation is based on the following: support raised, organizational responsibility, nature of the job including performance, and kingdom impact
- B. Benefits available include: health insurance (staff pay 25% of the premium), HSA saving account and retirement plan

**Please send resume and cover letter to katielutz@fortwilderness.com or
Attn: Katie Lutz, Personnel Director, PO Box 715, McNaughton, WI
54543**