



# **FORT WILDERNESS**

Stronghold of Christian Adventure

**FORT WILDERNESS' MISSION:** Fort exists to present the gospel of Jesus Christ and to edify believers through God's Word, Adventure Programs, the Wilderness and Relationships. Our full-time missionary staff and summer staff are the real hands and feet that carry out that mission to love people well in Jesus' name. We provide the following information to guide you to understand if you fit what is required for a certain position. It serves as a basic guide and may change. Training will be provided at Fort before serving to prepare you for service once accepted as a leader on summer staff. Applying for summer staff is making a commitment to give your best every day.

## **Staff Assistant**

**Responsible to:** Staff & Volunteer Coordinator

Shepherds and mentors the summer staff community alongside the Resident Assistants and supports the whole summer team through administrative work.

**Dates:** May 23 - August 16, 2022

### **Qualifications:**

1. 21 years or older preferable
2. Valid driver's license and insurable driving record
3. Demonstrated leadership skills and abilities; initiative-taker and task completer
4. Proficient with Microsoft Office (especially Word and Excel) and enjoys administrative work
5. Desire to form personal relationships with staff and willingness to sacrifice personal time
6. Experience with discipleship, counseling college and high school students
7. Firm grasp of God's Word and its relevancy and application to all of life
8. Familiar with resources on disciple-making, bible study, and conflict resolution

### **Ministerial Responsibilities:**

1. Attend and assist in the planning and delivery of staff training
2. Be a 24/7 role model; live and engage with the summer staff consistently
3. Counsel/Disciple/Mentor the summer staff leaders; in 1 on 1's or small groups
4. Discipline summer staff, when needed, to protect other staff, campers and Fort
5. Provide materials needed for LST's/leaders to lead well
6. Delegate responsibilities to LST's in cooperation with Staff & Volunteer Coordinator
7. Scan, copy and file paperwork for Staffing Team
8. Work on projects as assigned by Staffing Team (ex: recording timecards, collecting data, etc.)
9. Enforce the Summer Staff Manual and Guidelines; including curfew
10. Assist LST's in planning and organizing Staff Night Out each week
11. Plan and lead LST & staff meetings/devotions in cooperation with Staff & Volunteer Coordinator

**In addition to job specific qualifications, all leadership staff at Fort must have the following qualifications:**

- Is a professing Christian, committed in both spirit and practice
- Sincere and current walk with the Lord and desire to show that to others
- Desire to impact other people for the Kingdom of God by sharing the gospel, leading devotions, sharing testimony, prayer, etc.
- Will embrace and live out Fort's values
- Mature; responsible; independent; initiative-taker



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- Be flexible and willing to do whatever is asked
- Be a model of quality and hard work with a Godly attitude
- Demonstrated leadership skills and abilities
- Ability to communicate well with children and adults
- Preferably 18 or older (unless otherwise noted for certain positions)

**Leadership Responsibilities:** Most work areas at Main Camp have a need for summer-long paid leaders to serve as crew head(s) to work with volunteers. In addition to the work responsibilities listed in that work area, the following responsibilities shall be required for **ALL** leaders:

- Lead volunteer staff on one's crew; prepare/lead devotions; initiate spiritual discussions
- Help campers and staff feel loved and at home
- Encourage teammates during and after work
- Prepare for and participate actively in planned Bible studies
- Attend weekly leaders' gatherings/meetings
- Disciple another summer staffer or volunteer (if asked)
- Show initiative in keeping a clean and orderly living area
- Be a role model in following the Summer Staff Manual