

Summer Staff Coordinator

I. Ministerial Position

Summer Staff Coordinator

II. Reporting Relationship

The Summer Staff Coordinator reports to the Personnel Director

III. Ministry Summary

The Summer 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, developing and maintaining a pool of qualified summer staff leaders to support all of camp's ministry programs. This position will impact lives for eternity through God's word, creation, adventure programming and warm Christian fellowship.

IV. Ministry Tasks

- A) Lead and deliver the summer staff program, including staff care and development
- B) Manage the Summer Staff engagement program:
 - a. Develop and nurture relationships with key partner churches, schools, local community, and the Fort family including alums
 - b. Partner with Student Ministries to develop a pipeline of summer staff and volunteers
 - c. Partner with Advancement and Marketing to engage key stakeholder groups and partner churches
- C) Identify staffing requirements in conjunction with department leadership; identify day to day staffing requirements
- D) Develop summer staff program which meets applicant expectations for: development, relationship building, spiritual growth, compensation, work, fun and professional aspirations
- E) Ensure summer staff are well supported and cared for and receive timely feedback on their performance
- F) Ensure summer staff hires are qualified, trained, and aligned with Fort's mission and vision
- G) Lead training for summer staff supervisors
- H) Coordinate summer staff training
- I) Support the Personnel Director in creating organizational capacity through automation of business processes

- J) Participate in professional development to learn industry best practices in staffing, training, recruiting etc. and network with other industry professionals
- K) Develop appropriate reporting to assess progress towards objectives
- L) Other duties and responsibilities as assigned by Personnel Director (Hebrews 13:17, 1Peter 2:13)
- K) 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 Fort's ministry

VI. 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) Able to fulfill Fort's purpose through using Fort's core values (God's Word, Wilderness, Adventure and Relationships)
- E) Effectively teaches and communicates the Christian faith and furthers the religious mission of Fort Wilderness.
- F) Strong communication skills; flexibility in scheduling; team player; creative; organized; problem solver
- G) Proficient with MS Office, Excel
- H) 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

VII Benefits

- A) This is a Full Time Missionary staff "at will" support-raising position. Compensation is based on the following: support raised, organizational responsibility, nature of the job including performance, and kingdom impact