



Fort Wilderness Summer Staff Job Descriptions

FORT WILDERNESS' MISSION: The 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. Please pray earnestly about what God would have for you. 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 on summer staff as a leader or volunteer. Applying for summer staff is making a commitment to give and serve your best every day.

General Guidelines for all Summer Staff – Leaders and Volunteers

All staff must have the following qualifications:

- 1 Faith in Jesus Christ and a desire to grow closer to God
- 2 Desire to impact other people for the Kingdom of God by sharing the gospel
- 3 Will embrace and live out Fort's values
- 4 Ability to work hard and flexibility to accommodate changes

All Staff will be responsible for the following:

- 1 Maintain your personal spiritual growth while serving here
- 2 Participate in Opening / Closing Day activities as assigned
- 3 Serve with a godly attitude; participate in daily staff meetings
- 4 Keep Fort grounds clean whenever walking around
- 5 Attend all mandatory staff sessions, both large and small groups
- 6 Uphold the standards of the Summer Staff Manual
- 7 Maintain a clean and decently-ordered housing facility
- 8 Work hard with a cheerful attitude and a willingness to do what is needed

Opportunities to Serve on Summer Staff – Leaders and Volunteers

Main Camp

Paid Leadership Positions p 2

Volunteer Positions p 7

Adventure Outpost

Paid Leadership Positions p 9

Volunteer Positions p 10

Leadership Lab - Paid Leadership Positions only p 11

Leader Qualifications / Responsibilities (at all sites Main Camp, Adventure Outpost and Leadership Lab)

Each work area has 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 qualifications and responsibilities shall be required for Leaders.

Additional Qualifications for Leaders:

- 1 Profess faith in Christ alone for the forgiveness of sins and practically lives out the desire to have Christ in first place in daily life choices.
- 2 Sincere love for the Lord and desire to show that to others
- 3 Able to clearly share the gospel with another person through their personal story
- 4 Demonstrated leadership skills and abilities; ability to lead HS student and adult volunteers;
- 5 Experience with discipling/mentoring preferred
- 6 Initiative to see and follow through on a necessary task
- 7 Valid driver's license with insurable driving record (preferred)
- 8 Available late May until mid-August

Additional Responsibilities for Leaders:

- 1 Lead volunteer staff on one's crew; develop work and prepare/lead devotions; initiate spiritual discussions
- 2 Help campers and staff feel at home
- 3 Be a model of quality and hard work with a godly attitude
- 4 Prepare for and participate actively in planned studies
- 5 Attend weekly Leaders' gatherings/meetings
- 6 Disciple another summer staffer (if asked)
- 7 Be a role model in following the Summer Staff Manual
- 8 Show initiative in keeping a clean and orderly living area
- 9 Be a "yes" person

Resident Assistant (Staff Counselor) (4): *Responsible to Staff Manager D-\$*

Qualifications (read this and Leader Section page 2):

- 1 At least 20 years of age (21 or older preferable)
- 2 Demonstrated leadership skills and abilities; Initiative-taker and task completer
- 3 Able to communicate effectively with children and adults
- 4 Desire to form relationships and willing to sacrifice personal time
- 5 Experience with discipleship, counseling college and high school students
- 6 Firm grasp of God's Word and its relevancy and application to all of life
- 7 Background in conflict resolution techniques
- 8 Familiar with resources on disciple-making, Bible study

General Responsibilities:

- 1 Serve on the RA team with Manager and Staffing Assistant
- 2 Be a 24/7 role model; live with the summer staff
- 3 Counsel / Disciple / Mentor summer staff
- 4 Pray for summer staff; meet with them 1 on 1 or in small groups
- 5 Encourage other staff in discipling summer staff
- 6 Greet staff as they arrive; help them feel at home
- 7 Work alongside summer volunteers, leaders, and full time staff where needed
- 8 Enforce the Summer Staff Guidelines, including curfew
- 9 Be on-call 24 hours a day, 6 days a week
- 10 Periodically lead Staff meetings and devotions
- 11 Plan and coordinate staff activities

Key to symbols:

D - Driver insurable

\$ - Paid leadership position

Accommodations Head: *Responsible to Accommodations Manager D-\$*

Qualifications (Leader Applicants read this and Leader Section page 2):

- 1 At least 18 years of age, 17 or older preferable
- 2 Enjoys physical labor and cleaning
- 3 Detail oriented with a high standard for cleanliness
- 4 Ability to train and teach others how to clean
- 5 Able to lead a team of 3 to 4
- 6 Ability to delegate work to accomplish tasks efficiently
- 7 Willingness to learn vacuum maintenance and repair

General Responsibilities:

- 1 Clean bathrooms daily and maintain cleanliness of DH and GP
- 2 Vacuum carpets, sweep and mop floors, and clean windows
- 3 Finish given tasks with excellence
- 4 Work towards excellence, with an attitude of joy
- 5 Encourage team-mates during and after work
- 6 Be ready to share spiritually with those around you
- 7 Train and lead cleaning crew on Fridays

Archery Head: *Responsible to Program Coordinator D-\$*

Qualifications (read this and Leader Section page 2):

- 1 At least 17 years of age (18 or older preferred)
- 2 Hunter's Safety certification (preferred)
- 3 Knowledge and experience with archery
- 4 Ability to teach and is teachable

General Responsibilities:

- 1 Teach and monitor proper use of equipment
- 2 Maintain Riflery Shack: pre and end of season inventory
- 3 Conduct daily check for safety, cleanliness and good repair
- 4 Prepare equipment before camp begins
- 5 Lead camper activities

Assistant Cook: *Responsible to Food Service Director D-\$*

Qualifications (read this and Leader Section page 2):

- 1 19 years of age or older preferable, some background in Food Service; insurable driving record
- 2 Ability to communicate with children and adults
- 3 Satisfactory passing of sanitation test
- 4 Must enjoy making food; Be an initiative-taker
- 5 Understanding of self-sacrifice

General Responsibilities:

- 1 Prepare food for groups of 200-400 campers
- 2 Cut and slice fruits, vegetables, breads and meats
- 3 Read recipes and follow directions
- 4 Maintain sanitary working area, equipment and serving methods
- 5 Perform responsibilities of 3 daily meals for campers
- 6 Put things away; maintain order
- 7 Dress appropriately: full coverage shoes and shirts with sleeves
- 8 Operate meat slicer and other cooking equipment*

Dish Crew Head: *Responsible to Food Service Director D-\$*

Qualifications (Leader Applicants read this and Leader Section page 1):

- 1 18 years of age or older preferable
- 2 Enjoy physical labor and cleaning
- 3 Desire to work with and lead a group of people
- 4 Desire to work in a camp kitchen
- 5 Ability to communicate tasks clearly to a range of ages

General Responsibilities:

- 1 Be able to see a task through to completion
- 2 Follow sanitation guideline for dealing with dishes
- 3 Encourage team during and after the work day
- 4 Be ready to share spiritually with those around you
- 5 Be safety conscious

CampGrounds (Coffee shop) Head: *Responsible to CG Coordinator D-\$*

Qualifications: (read this and Leader Section page 2):

- 1 At least 18 or older preferable
- 2 Responsible, understand and maintain set standards for atmosphere, service and quality of product
- 3 Teachable, able to lead others by example
- 4 Integrity, honesty in dealing with money
- 5 Enjoy serving coffee and drinks to people
- 6 Skilled in working with numbers
- 7 Able to handle pressure of customer demands
- 8 Good communication with adults and children

General Responsibilities:

- 1 Work hard, with a cheerful attitude
- 2 Order product from vendors
- 3 Operate cash register, take orders and accurately fill them
- 4 Follow directions accurately to prepare drinks with quality
- 5 Serve all campers, even difficult ones, with quality and joy
- 6 Be alert to customer needs;
- 7 Occasional Children's Ministry
- 8 Encourage crew-mates during and after work
- 9 Maintain cleanliness and order

Canteen Head: *Responsible to the Canteen Manager D-\$*

Qualifications (Leader Applicants read this and Leader Section page 2):

- 1 At least 17 years of age or older
- 2 Integrity, honesty in dealing with money
- 3 Enjoy serving food and snacks to people
- 4 Able to handle pressure of customer demands
- 5 Good communication with adults and kids

General Responsibilities:

- 1 Operate cash register, take orders and accurately fill them
- 2 Make shakes, sundaes, pizza and popcorn
- 3 Check inventory and report needs to Canteen Manager or Food Service Director
- 4 Serve all campers, even difficult ones, with quality and joy
- 5 Be alert to customer needs
- 6 Encourage teammates during and after work
- 7 Follow directions, completing tasks as assigned
- 8 Maintain neatness and order, follow emergency procedures
- 9 Be ready to share spiritually with those around
- 10 Possibly help with Children's Ministry

Craft Shop Head: *Responsible to the Program Team Leader D-\$*

Qualifications (read this and Leader Section page 2):

- 1 At least 17 or older preferable
- 2 Skill in working with crafts (leather, beads, sculpey, painting)
- 3 Enjoy serving and instructing kids and adults; enthusiasm
- 4 Skilled in working with numbers
- 5 Able to handle pressure of customer demands; patience
- 6 Good communication with adults and kids

General Responsibilities:

- 1 Serve all campers, even difficult ones, with quality and joy
- 2 Be alert to customer needs; initiate in helping campers
- 3 Maintain a neat and orderly Craft Shop
- 4 Be aware of need to order supplies before running out
- 5 Handle money for camper supplies accurately
- 6 Teach Craft Classes and operate Free Time activities
- 7 Implement check-out and return system for craft supplies
- 8 Assist in packing supplies at end of session
- 9 Be ready to share spiritually with those around
- 10 On occasion, help in Children's Ministry

Key to symbols:

D - Driver insurable

\$ - Paid leadership position

Children's Ministry Team (2): *Responsible to Children's Ministry Coordinator D-§*

Qualifications read this and Leader Section page 2):

- 1 At least 17 years of age or older preferable
- 2 Demonstrated leadership skills and abilities
- 3 Ability to communicate with children and adults
- 4 Experience working with youth of relevant ages
- 5 Desire to form relationships with many different kids

General Responsibilities:

- 1 Teach daily classes for 5 to 25 kids (with assistants)
- 2 Coordinate curriculum for Children's Ministry
- 3 Show love to all campers, even when difficult
- 4 Discipline, when needed, to protect staff, campers and Fort
- 5 Help campers stay safe and orderly during class time
- 6 Be friendly with families and youth outside of teaching time
- 7 Look out for and take advantage of "Teachable Moments"
- 8 Protect those campers who are picked on by others
- 9 Arrive and leave on time for all activities
- 10 Organize materials and treats for each class; cleanup after
- 11 Train volunteers/assistants each week to serve campers well
- 12 Teach Nature Center classes in afternoon as needed

Head Wrangler (2): *Responsible to the Horsemanship Director D-§*

Qualifications (read this and Leader Section page 2):

- 1 At least 18 or older preferable
- 2 Must be able to mount and dismount a horse, without assistance from any person or device
- 3 Must be a competent rider and instructor
- 4 Able to lift 35 lbs. to a horse's back (saddle) and reach up to 7' (to bridle a horse); enjoys physical labor
- 5 Must be able to feed stock (carrying hay bales of up to 50 lbs.)
- 6 Ability to communicate effectively with children and adults
- 7 Must be able to lead and organize a crew
- 8 Must be First Aid and CPR certified (Fort is able to provide these certification classes if not certified.)

General Responsibilities:

- 1 Follow through on assigned task until completed
- 2 Teach riding classes and supervise trail rides
- 3 Strive for excellence, work with an attitude of joy and excitement
- 4 Be part of on-going summer wrangler training
- 5 Encourage Team-mates during and after work
- 6 Know emergency procedures; be safety conscious
- 7 Be ready to share spiritually with those around you
- 8 Dress appropriately (long pants and proper footwear at all times)
- 9 Lead rainy day activities at times
- 10 Oversee certain aspects of daily activities
- 11 Show love to all campers and staff even when difficult

Maintenance Head: *Responsible to Maintenance Team Leader D-§*

Qualifications (Leader Applicants read this and Leader Section p 2):

- 1 At least 18 years of age, 17 or older preferable
- 2 Enjoy physical labor, cleaning, grounds work
- 3 Drive a pickup truck and a 12 person van
- 4 Know lawn care maintenance equipment
- 5 Be able to lead a team of 4 to 5

General Responsibilities:

- 1 Clean bathrooms and cabins regularly
- 2 Maintain facilities and grounds; handle garbage
- 3 Follow directions until job is complete
- 4 Work towards excellence, with an attitude of joy
- 5 Encourage Team-mates during and after work
- 6 Be safety conscious
- 7 Be ready to share spiritually with those around
- 8 On occasion, watch kids in Children's Ministry
- 9 Knowledge of and implementation of safety procedures

Nature Center Instructor (2): *Responsible to Director of Education D-§*

Qualifications (Leader Applicants read this and Leader Section page 2):

- 1 17 years of age (older preferable); initiative; independent
- 2 Keen interest in Biology
- 3 Ability to direct / conduct a written lesson to a small group
- 4 Background with microscopes, scientific procedures
- 5 Ability to communicate with children and adults
- 6 Desire to form relationships with many different kids
- 7 Creativity to entertain all ages
- 8 Ability to perform mini-skits

General Responsibilities:

- 1 Assist Director of Education
- 2 Assist in teaching and/or teach hour-long classes for youth/adults
- 3 Help keep Nature Center clean
- 4 Conduct daily check for safety, cleanliness and good repair
- 5 Run Nature Center during Camper Free Time
- 6 Work behind the scenes to prepare for activities and sessions
- 7 Be sure that all campers' needs are being met while with them
- 8 Show love to all campers, even when difficult
- 9 Arrive and leave on time for all activities

Program Team (2): *Responsible to Program Manager D-§*

Qualifications: (Leader Applicants read this and Leader Section page 2):

- 1 At least 17 years of age (older preferable)
- 2 Demonstrated leadership skills and abilities; Initiative-taker
- 3 Ability to communicate with children and adults
- 4 Desire to form relationships with campers and staff
- 5 Understanding of self-sacrifice
- 6 Must have lifeguard certification (Fort is able to provide these classes if not certified.)
- 7 Truck and trailer driving skills preferred, or willing to learn

General Responsibilities:

- 1 Serve directly with the Program Coordinator
- 2 Lead camper activities
- 3 Work behind the scenes to prepare for activities and sessions
- 4 Depending on skill level, run AV equipment and/or co-lead worship
- 5 Be sure that all campers' needs are being met
- 6 Pack equipment for out of camp trips (canoeing, tubing, etc.)
- 7 Show love to all campers, even when difficult
- 8 Arrive and leave on time for all activities
- 9 Assist with communication between Program Coordinator and Summer Staff

Riflery Head: *Responsible to Program Coordinator D-§*

Qualifications (read this and Leader Section page 2):

- 1 At least 18 years of Age
- 2 Must have Hunter's Safety certification
- 3 Ability to teach and is teachable

General Responsibilities:

- 1 Teach and Monitor proper use of equipment
- 2 Lead Hour-long Riflery classes
- 3 Maintain Riflery Shack: pre and end of season inventory
- 4 Conduct daily check for safety, cleanliness and good repair
- 5 Prepare equipment before camp begins
- 6 Lead camper activities

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Marketing Team: Responsible to Marketing Specialist D-§

Qualifications (read this and Leader Section page 2):

- 1 At least 18 years of age (older preferable)
- 2 Must have valid driver's license and insurable driving record to drive to Adventure Outpost and Leadership Lab
- 3 Self-starter, self-motivated, problem-solver and desire to learn/improve new skills
- 4 Well-organized in work, time management, respects marketing protocols
- 5 Respectful, have an attitude of service and able to support coworkers, build positive rapport with campers and be sensitive to individual privacy
- 6 Represent Fort with a positive attitude to all campers
- 7 Proficient with computers and familiar with Adobe Products (CS6 preferably or similar software like Gimp, Final Cut Pro, Quark... see responsibilities below for specific software requirements)
- 8 Proficient with digital photography equipment, tools and software (DSLR cameras, lenses, camera maintenance, editing software)
- 9 Has an eye for quality photography; experience with event photography a plus
- 10 Sensitivity and maturity in compiling pieces that represent Fort well (visit fortwilderness.smugmug.com to view our current photography style)
- 11 Able to complete daily and weekly tasks with minimal supervision
- 12 Experience with video production a plus but not necessary

Junior Designer: Responsible to Marketing Specialist D-§

Qualifications: Must be a current Graphic Design student (or related major) or recent graduate to be considered for this position. Please include 5 portfolio samples with your application. Samples must include at least one photograph or photography based work, at least one page layout (such as brochure or magazine layout) and at least one personal creative piece. Samples do not need to be specifically related to school assignments. Note: *This position is ideal for someone who enjoys working behind the scenes with a small team.*

General Responsibilities:

- 1 Willing and able to direct, coach and delegate tasks to others
- 2 Create simple layouts in Adobe InDesign and Illustrator as instructed by the Marketing Specialist
- 3 Create 40-60 Family Camp "Wanted" Posters from template weekly
- 4 Maintain a well-sorted photo library on the server
- 5 Knowledge of Adobe Photoshop, InDesign and Illustrator a must
- 6 Be willing to assist with video production as needed (capturing and sorting footage)
- 7 Be comfortable sitting at a computer for long periods of time

Photographer (2) Responsible to Marketing Specialist D-§

Qualifications: Must have prior experience or training in Photography (include all relevant experience on your application). Please include 8 to 10 varied photography samples. Note: *This position is ideal for someone who is outgoing and who enjoys being around many different people throughout the day.*

General Responsibilities:

- 1 Assist the Junior Designer with editing and managing up to 200 photos per week
- 2 Take photographs of campers, programs and activities on a weekly basis. Must be self-disciplined to stay informed and on schedule with camp activities.
- 3 Take staged photographs of food, products, scenery... or other areas as directed by the Marketing Specialist
- 4 Shoot video clips when needed

Waterfront Head: Responsible to Aquatics Director D-§

Qualifications (read this and Leader Section page 2):

- 1 18 or older preferable
- 2 Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training, including CPR for the Professional Rescuer and First Aid and AED. . (Fort will have a training session or there is potential for reimbursement of training)
- 3 Ability to communicate effectively with children and adults
- 4 WI boating certificate

General Responsibilities:

- 1 Lifeguard at the beach and on out of camp trips
- 2 Oversee maintenance of beach area and equipment
- 3 Know emergency procedures; be safety conscious
- 4 Be part of on-going summer lifeguard training
- 5 Maintain a clean, safe and orderly beach; strive for excellence
- 6 Correct camper errors with an appropriate Christian attitude
- 7 Encourage Team-mates during and after work
- 8 Notify supervisor immediately of any accidents or potentials
- 9 Be ready to share spiritually with those around
- 10 Dress appropriately (no tankinis, bikinis or speedos)
- 11 On occasion, help in other areas as needed

Head Lifeguard: Responsible to Waterfront Head D-§

Qualifications (read this and Leader Section page 2):

- 1 18 or older preferable
- 2 Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training, including CPR for the Professional Rescuer and 1st Aid and AED. (Fort will have a training session or there is potential for reimbursement of training)
- 3 WI boating certificate
- 4 Be safety conscious

General Responsibilities:

- 1 Lifeguard at the beach and for out of camp trips
- 2 Know emergency procedures; be safety conscious
- 3 Provide safe rides to campers
- 4 Be part of on-going summer lifeguard training
- 5 Correct camper errors with an appropriate Christian attitude
- 6 Encourage teammates during and after work
- 7 Notify supervisor immediately of any accidents or potentials
- 8 Be ready to share spiritually with those around
- 9 Dress appropriately (no tankinis, bikinis or speedos)
- 10 On occasion, help in other areas as needed
- 11 Care for and maintain boat and other boating equipment daily
- 12 Provide proper instruction for campers regarding water activities

Key to symbols:

D - Driver insurable

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Praise and Worship Leader: *Responsible to Program Manager*
D-\$

The Praise and Worship Leader (PWL) is part of the summer staff leadership team. The PWL will lead the praise and worship part of the sessions, both vocally and instrumentally. They are energized by creating and coordinating a sacred space in which campers and staff can sing, pray and listen in worship. We are looking for a musically gifted leader whose call is to facilitate worship.

Qualifications (read this and Leader Section page 2):

- 1 Growing disciple of Jesus Christ
- 2 College student or graduate, at least 20 years of age
- 3 Self-initiator, flexible, creative, leader, team player
- 4 Three years of leading praise and worship, either in a church or camp setting
- 5 Able to sing while playing piano and/or guitar at a performance level
- 6 Models a spirit of joy and service

General Responsibilities:

- 1 Lead praise and worship during daily morning sessions
- 2 Develop the band and its overall direction
- 3 Direct band recruitment, training, and scheduling
- 4 Select music that suits the camp audience and is theologically sound
- 5 Work with Program Coordinator to ensure worship is a continuation of camp themes and weekly topics
- 6 Create all needed slides, using Easy Worship presentation software
- 7 Plan, coordinate and run worship team practices
- 8 Be an ongoing asset in helping develop a sense of community for the camper
- 9 Build relationships with summer leaders and volunteer staff
- 10 Be a resource to RAs, leaders and volunteer staff
- 11 Work alongside Program Team during some afternoons and evenings
- 12 Willing to help in other areas of camp when needed

Main Camp Volunteer Opportunities

CampGrounds (Coffeeshop) Crew: *Responsible to CG Head*

Qualifications:

- 1 At least 16 years of age, 18 or older preferable
- 2 Responsible, understand and maintain set standards for atmosphere, service, and quality of product
- 3 Teachable
- 4 Integrity, honesty in dealing with money
- 5 Work well with others
- 6 Able to handle pressure of customer demands
- 7 Good communication with adults and children
- 8 General Responsibilities:
- 9 Operate cash register, take orders and accurately fill them
- 10 Follow directions accurately to prepare drinks with quality
- 11 Serve all campers, even difficult ones, with quality and joy
- 13 Be alert to customer needs; occasional Children's Ministry
- 14 Encourage crew-mates during and after work

Canteen Crew: *Responsible to the Canteen Head*

Qualifications):

- 1 At least 15 years of age, 17 or older preferable
- 2 Integrity, honesty in dealing with money
- 3 Enjoy serving food and snacks to people
- 4 Able to handle pressure of customer demands
- 5 Good communication with adults and kids

General Responsibilities:

- 1 Operate cash register, take orders and accurately fill them
- 2 Make shakes, sundaes, pizza and popcorn
- 3 Serve all campers, even difficult ones, with quality and joy
- 4 Be alert to customer needs
- 5 Encourage teammates during and after work
- 6 Follow directions, completing tasks as assigned
- 7 Maintain neatness and order, follow emergency procedures
- 8 Be ready to share spiritually with those around
- 9 Possibly help with Children's Ministry

Craft Shop Crew: *Responsible to the Craft Shop Head*

Qualifications:

- 1 At least 15 years of
- 2 Enjoy working with crafts
- 3 Enjoy serving and instructing kids and adults; enthusiasm
- 4 Able to handle pressure of customer demands; patience
- 5 Good communication with adults and kids

General Responsibilities:

- 6 Serve all campers, even difficult ones, with quality and joy
- 7 Be alert to customer needs; initiate in helping campers
- 8 Maintain a neat and orderly Craft Shop
- 9 Handle money for camper supplies accurately
- 10 Teach Craft Classes and operate Free Time activities
- 11 Be ready to share spiritually with those around you
- 12 On occasion, help in Children's Ministry

Kitchen Crew: *Responsible to the Food Service Director*

Qualifications:

- 1 At least 18 years of age
- 2 Enjoy preparing food and working with a team
- 3 Understanding of self-sacrifice; initiative taker

General Responsibilities:

- 4 Prepare food for groups of 200-400 campers
- 5 Cut and slice fruits, vegetables, breads and meats
- 6 Read recipes and follow directions
- 7 Maintain sanitary working area, equipment and serving methods
- 8 Perform responsibilities of 3 daily meals for campers

Accommodations Crew: *Responsible to the Accommodations Manager*

Qualifications:

- 1 At least 15 years of age, 16 or older preferable
- 2 Enjoy physical labor & cleaning

General Responsibilities:

- 1 Clean bathrooms daily, including sinks and toilets
- 2 Vacuum carpets, sweep floors and clean windows regularly
- 3 Finish given tasks with excellence and then report to supervisor
- 4 Work with joy; encourage Team-mates during and after work
- 5 Be ready to share spiritually with those around you
- 6 On occasion, help in Children's Ministry

Dish Crew: *Responsible to the Dish Crew Head*

Qualifications:

- 1 At least 15 years of age, 16 or older preferable
- 2 Enjoy physical labor & cleaning
- 3 Desire to work in a camp kitchen
- 4 Ability to accept supervision

General Responsibilities:

- 1 Work on assigned task until completed, then report to supervisor
- 2 Wash dishes, glasses and silverware by hand or machine
- 3 Clean and wash trash cans frequently
- 4 Wash pots, pans and utensils; wipe and set tables; mop floors
- 5 Maintain sanitary procedures including:
- 6 Encourage teammates during and after work
- 7 Be ready to share spiritually with those around you

Lifeguard: *Responsible to the Waterfront Head*

Qualifications:

- 1 At least 16 years of age, 17 or older preferable
- 2 Current ARC, YMCA, USLA, or Ellis & Associates **Lifeguard Training**, including CPR for the Professional Rescuer and 1st Aid and AED. (Fort will have a training session or there is potential for reimbursement of training, contact Staff Coordinator)
- 3 Ability to communicate effectively with children and adults

General Responsibilities:

- 1 Lifeguard at the beach and on out of camp trips
- 2 Rake the beach; sweep the docks; lead water fun activities
- 3 Know emergency procedures; be safety conscious
- 4 Be part of on-going summer lifeguard training
- 5 Maintain a clean, safe and orderly beach; strive for excellence
- 6 Correct camper errors with an appropriate Christian attitude
- 7 Encourage Team-mates during and after work
- 8 Notify supervisor immediately of any accidents or potentials
- 9 Be ready to share spiritually with those around
- 10 Dress appropriately (no tankinis, bikinis or speedos)

Nature Center: *Responsible to Nature Center Instructors*

Qualifications:

- 1 At least 15 years of age, older preferable
- 2 Keen interest in sciences; ability to perform mini-skits
- 3 Teachable; ability to follow directions and commands
- 4 Able to communicate with adults and children

General Responsibilities:

- 1 Assist Director of Education and Nature Center Instructors
- 2 Assist in teaching and/or teach classes for youth/adults
- 3 Help keep Nature Center buildings clean
- 4 Help prepare classes; wash, sanitize and put away equipment
- 5 Conduct daily check for safety, cleanliness and good repair
- 6 Help maintain animals and their housing environments
- 7 Be sure campers' needs are being met; show love to campers
- 8 Arrive and leave on time for all activities

Maintenance (Outdoor) Crew: *Responsible to the Maintenance Head*

Qualifications:

- 1 At least 15 years of age, older preferable
- 2 Enjoy physical labor, cleaning, grounds work
- 3 To drive, one must have a valid license, free of problems

General Responsibilities:

- 1 Clean bathrooms and cabins regularly
- 2 Maintain facilities and grounds; handle garbage
- 3 Follow directions until job is complete, then report to supervisor
- 4 Work towards excellence, with an attitude of joy
- 5 Encourage Team-mates during and after work
- 6 Be safety conscious

Wrangler: *Responsible to the Head Wrangler*

Qualifications:

- 1 At least 15 or years of age; older preferable
- 2 Must be able to mount and dismount a horse, without assistance from any person or device
- 3 Is comfortable / secure / in control on a horse
- 4 Able to lift 35 lbs. to a horse's back (saddle) and reach up to 7' (to bridle a horse); enjoys physical labor
- 5 Must be able to feed stock (carrying hay bales of up to 50 lbs.)
- 6 Ability to communicate effectively with children and adults
- 7 Must be teachable

General Responsibilities:

- 1 Follow through on assigned tasks until completed
- 2 Teach and assist riding classes and supervise trail rides
- 3 Groom and saddle horses
- 4 Clean up what the horses leave behind
- 5 Strive for excellence, work with an attitude of joy and excitement
- 6 Be part of on-going summer wrangler training
- 7 Encourage Team-mates during and after work
- 8 Know emergency procedures; be safety conscious
- 9 Notify supervisor immediately of any accidents or potential problems and when done with a task
- 10 Be ready to share spiritually with those around you
- 11 Dress appropriately (long pants and proper footwear at all times)
- 12 Lead rainy day activities at times

**13 and 14 year old staff may serve as Stable Hands while living with a parent or another responsible adult

Nurse: *Responsible to Health Services Director D*

Qualifications:

- 1 Currently Licensed (in WI) as an RN (or other appropriate training as approved by the camp physician, including EMT or Paramedic)
- 2 Ability to communicate well with children and adults
- 3 Ability to originate, update and/or monitor health care, maintain records and implement health care plan
- 4 Current CPR; Driver's License and good record
- 5 Desire to work and participate in a camp community
- 6 Be available from June 11th – August 12th or in 1-week increments during that time (Camps run Sat-Fri); Nurses arrive and leave Friday

General Responsibilities:

- 1 Be the health manager for the campers and staff
- 2 Build loving relationships with campers
- 3 Invest in campers' spiritual needs
- 4 Work hard, with a cheerful attitude
- 5 Oversee that camp is providing adequate physical health conditions; screen campers and staff as they arrive
- 6 Ensure that staff and campers have filed a health history form
- 7 Conduct inventory of supplies; regular checking of First Aid kits
- 8 Pass out camper / staff medications at mealtimes or as needed
- 9 Keep accurate records of camper / staff medical supplies
- 10 Depending on the week, the nurse will live at Outpost in nurse's quarters

Fort is exploring a potential paid nurse/program position at Adventure Outpost. Please read Adventure Outpost Staff qualifications. Note your interest for this paid position on summer staff application.

Senior Counselor (for Step Up camp): *Responsible to Weekly Director*

Qualifications:

- 1 Professing Christian, committed in both spirit and practice
- 2 At least 18 years of age (older preferable)
- 3 Sincere love for the Lord and desire to show that to others
- 4 Demonstrated leadership skills and abilities
- 5 Ability to communicate with children and adults
- 6 Experience working with middle school youth
- 7 Desire to form relationships with many different kids
- 8 Understanding of self-sacrifice

General Responsibilities:

- 1 Participate with and assist campers in activities
- 2 Show love to all campers
- 3 Ensure that every kid in cabin has heard the Salvation plan
- 4 Live in a cabin with the kids, overseeing their well-being
- 5 Lead cabin devotions
- 6 Help campers stay safe
- 7 Look out for and take advantage of "Teachable Moments"
- 8 Be on time for all activities
- 9 Work hard with a cheerful attitude
- 10 Be flexible and have fun

Junior Counselor (Step UP or other youth camps): *Responsible to Senior Counselor*

Qualifications:

- 1 Professing Christian, committed in both spirit and practice
- 2 Sincere love for the Lord and desire to show that to others
- 3 At least 16 years of age or older preferable
- 4 Ability to communicate with children and adults
- 5 Some experience working with kids
- 6 Desire to form relationships with many different kids
- 7 Be available in 1-week increments during our Youth Camps

General Responsibilities:

- 1 Assist Senior Counselor in a cabin
- 2 Participate with and assist campers all day in activities
- 3 Show love to all campers
- 4 Assist in going over Salvation plan with campers
- 5 Live in a cabin with the kids
- 6 Help campers stay safe
- 7 Arrive and leave on time for all activities
- 8 Be ready to share spiritually with those around



ADVENTURE OUTPOST

Fort Wilderness Adventure Outpost – our rustic camp is located 1 mile away from Main Camp on private Blair Lake. This is Fort’s base camp for all youth camp and adventure camp programs. Though operating under the same mission and organization, Outpost is an independent summer camp serving groups of 15-70 campers for 3-14 days. Approximately half of the summer will be spent serving youth groups at Outpost and half will be spent with youth camp programs.

The following information is provided as a guide to help you understand if you fit and what is required of a certain position. It is provided as a basic guide and is subject to change. **Note:** *Training is available to prepare staff for their service here.

Outpost Staff: *Responsible to Adventure Outpost Director*

Qualifications:

- 1 Is a professing Christian, committed in both spirit and practice
- 2 Sincere and current walk with the Lord and desire to show that to others
- 3 Able and desiring to present the gospel, lead devotions, share testimony, prayer, etc.
- 4 Preferably 18 or older (there may be a few younger staff)
- 5 Must enjoy the outdoors
- 6 Preferred - Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training (if you get your Certificate this winter or spring and are accepted onto summer staff, we can reimburse you for the cost of your training if you provide us with a receipt), including CPR for the Professional Rescuer and First Aid
- 7 Mature; responsible; independent; initiative-taker
- 8 Be flexible and willing to do whatever is asked
- 9 Be a model of quality and hard work with a godly attitude
- 10 Demonstrated leadership skills and abilities
- 11 Be a “yes” person
- 12 Valid driver’s license (preferred), insurable driving record

General Responsibilities:

- 1 Maintain personal spiritual growth while serving here
- 2 Attend Staff Meetings and Spiritual Sessions
- 3 Be ready to share spiritually with those around; reinforce spiritual topics and themes for the week
- 4 Drive campers and equipment to and from sites (good record)
- 5 Clean cabins, bathrooms and equipment regularly
- 6 Work hard, with a cheerful attitude
- 7 Follow instructions of Director; complete tasks
- 8 Help lead games or alternative activities
- 9 Follow emergency procedures; maintain safety standards
- 10 Promote counselor/camper involvement at activities
- 11 Challenge campers to enjoy the outdoors
- 12 Teach basic camping skills, outdoor activities
- 13 Understanding of self-sacrifice

Assistant Adventure Outpost Program Director (2):

Responsible to Adventure Outpost Director (D) \$

Qualifications (Read Outpost Staff Qualifications)

- 1 21 years of age minimum
- 2 Valid Driver’s License and good driving record necessary
- 3 Demonstrated leadership skills and abilities in a camp setting
- 4 Experience working with people of all ages
- 5 Ability to communicate well with staff and campers
- 6 Ability to make tough decisions
- 7 Creativity a must

General Responsibilities:

- 1 Attend and assist in the planning and delivery of staff training
- 2 Serve as a programming resource for all staff
- 3 Create and implement an effective camp experience for the campers
- 4 Plan and lead staff meetings in cooperation with the Camp Director or Assistant Director
- 5 Be a role model in conduct and attitude at all times
- 6 Supervise and communicate effectively with staff to ensure the development of the staff and the quality of the program
- 7 Understand that flexibility is a key to any successful camp program and acknowledge that additional responsibilities may become necessary during the summer.
- 8 On-site residence required
- 9 Lead program as needed

Adventure Outpost Program Team (6): *Responsible to Adventure Outpost Director D-\$*

Qualifications (Read Outpost Staff Qualifications):

- 1 At least 19 years of age (older preferable)
- 2 Available for 11 weeks this summer
- 3 Demonstrated leadership skills and abilities; Initiative-taker
- 4 Ability to communicate with children and adults
- 5 Desire to form relationships with many different kids
- 6 Lifeguard preferred

General Responsibilities

- 1 Lead staff/counselors in camp activities
- 2 Prepare for activities and sessions
- 3 Be sure that all campers’ needs are being met
- 4 Pack equipment and food for out of camp trips
- 5 Show love to all campers
- 6 Be on time
- 7 Be willing to go on adventure outfitting trips
- 8 Be willing to be creative and come up with different activities for campers and implement them

Key to symbols:

D - Driver insurable

\$ - Paid leadership position

Senior Counselor: *Responsible to Adventure Outpost Director (D) \$*

Qualifications (Read Outpost Staff Qualifications):

- 1 At least 17 years of age (older preferable)
- 2 Demonstrated leadership skills and abilities
- 3 Ability to communicate with children and adults
- 4 Experience working with youth of relevant ages
- 5 Desire to form relationships with many different kids
- 6 Understanding of self-sacrifice
- 7 Be available for 7 weeks

General Responsibilities:

- 1 Participate with and assist campers in activities
- 2 Show love to all campers
- 3 Ensure that every kid in cabin has heard the Salvation plan
- 4 Live in a cabin with the kids, overseeing their well-being
- 5 Lead cabin devotions
- 6 Help campers stay safe
- 7 Look out for and take advantage of "Teachable Moments"
- 8 Be on time for all activities
- 9 Pass out camper's money each day
- 10 Every other week participate on the program team as assigned
- 11 Work hard with a cheerful attitude
- 12 Be flexible and have fun!

Outpost Head Cook: *Responsible to Adventure Outpost Director and Food Service Director D-\$*

Qualifications (Also read Outpost Staff Qualifications):

- 1 19 years of age or older preferable, some background in Food Service; insurable driving record
- 2 Ability to communicate with children and adults
- 3 Satisfactory passing of sanitation test
- 4 Must enjoy making food; Be an initiative-taker
- 5 Understanding of self-sacrifice

General Responsibilities:

- 1 Prepare food for groups of 25-100 campers
- 2 Cut and slice fruits, vegetables, breads and meats
- 3 Create menus; read recipes and follow directions*
- 4 Maintain sanitary working area, equipment and serving methods
- 5 Perform responsibilities of 3 daily meals while campers are in camp
- 6 Put things away; maintain order
- 7 Dress appropriately: full coverage shoes and shirts with sleeves
- 8 Operate meat slicer and other cooking equipment
- 9 Oversee Assistant Cook and Dish crew and create team
- 10 Help in program as needed

Maintenance: *Responsible to the Adventure Outpost Director D-\$*

Qualifications (Also read Outpost Staff Qualifications):

- 1 At 17 years of age
- 2 Enjoy physical labor, cleaning, grounds work
- 3 One must have a valid license, insurable driving record

General Responsibilities:

- 1 Clean bathrooms and Pavilion regularly
- 2 Maintain facilities and grounds; handle garbage
- 3 Follow directions until job is complete
- 4 Work towards excellence, with an attitude of joy
- 5 Know emergency procedures; be safety conscious
- 6 Be ready to share spiritually with those around
- 7 Help with general programming

Assistant Cook: *Responsible to Cook and A O Director D-\$*

Qualifications (Also read Outpost Staff Qualifications):

- 1 At least 17 years of age, with a driver's license
- 2 Demonstrated leadership skills and abilities; Initiative-taker
- 3 Ability to communicate with children and adults
- 4 Desire to form relationships with many different kids
- 5 Available for 7 weeks this summer
- 6 Interest in cooking and how a kitchen works

General Responsibilities:

- 1 Work closely with the head cook
- 2 Work on a task until complete
- 3 Flexibility
- 4 Work hard with a cheerful attitude
- 5 Dress appropriately: full coverage shoes and shirts with sleeves
- 6 Drive to main camp as needed
- 7 Desire to work with children
- 8 Enjoys baking
- 9 ServSafe certification would be helpful
- 10 Help in program as needed

Adventure Outpost Volunteer Opportunities

Junior Counselor: *Responsible to Senior Counselor*

Qualifications:

- 1 Is a professing Christian, committed in both spirit and practice
- 2 Sincere love for the Lord and desire to show that to others
- 3 At least 16 years of age or older preferable
- 4 Ability to communicate with children and adults
- 5 Some experience working with kids
- 6 Desire to form relationships with many different kids
- 7 Be available in 1-week increments during our Youth Camps

General Responsibilities:

- 1 Assist Lead Counselor in a cabin
- 2 Participate with and assist campers all day in activities
- 3 Show love to all campers
- 4 Assist in going over Salvation plan with campers
- 5 Live in a cabin with the kids
- 6 Help campers stay safe
- 7 Arrive and leave on time for all activities
- 8 Be ready to share spiritually with those around

Dish Crew: *Responsible to Head Cook and Adventure Outpost Director D-\$*

Qualifications (Also read Outpost Staff Qualifications):

- 1 At least 17 years of age
- 2 Enjoy physical labor & cleaning
- 3 Desire to work in a camp kitchen
- 4 Ability to accept supervision
- 5 Available for 7 weeks

General Responsibilities:

- 1 Work on assigned task until completed, then report to supervisor
- 2 Wash dishes, glasses and silverware by hand
- 3 Work well with a group of kids
- 4 Wash pots, pans and utensils; wipe and set tables; mop floors
- 5 Maintain sanitary procedures including:
- 6 Encourage teammates during and after work
- 7 Know emergency procedures
- 8 Be ready to share spiritually with those around
- 9 Help prep for meals
- 10 Help in program as needed

Leadership Lab ("LAB")



Fort Wilderness Leadership Lab – our rustic camp is located 1 mile away on private Blair Lake. This has been Fort’s place for intense discipleship of high school students for 40 years. Though operating under the same mission and organization, LAB is an independent summer camp serving 20 campers for 3 weeks at a time.

Staff Needs at Lab:

- LAB Counselors for 3- 3 week sessions and 2 weeks Leader Training: 2 Guys and 2 Girls
- LAB Assistant: late May through mid August
- LAB Cook: late May through mid August
- LAB Lifeguard: late May through mid August
- LAB Cook’s Assistant (aka Runner): available for 3-3 week sessions

LAB Assistant: *Responsible to LAB Director D-\$*

Qualifications (read this and Leader Section p 2):

- 1 21 years of age minimum
- 2 **Insurable driving record**
- 3 Demonstrated leadership skills and abilities in a camp setting
- 4 Experience working with teens and adults
- 5 Able to communicate well with teens and adults
- 6 Able to make tough decisions
- 7 Creativity a must
- 8 Team player

General Responsibilities:

- 1 Attend and assist in the planning and delivery of staff training
- 2 Serve as a programming resource
- 3 Assist in creating and implementing an effective camp experience for the campers
- 4 Plan and lead staff meetings in cooperation with the LAB Director
- 5 Be a role model in conduct and attitude at all times
- 6 Supervise and communicate effectively with staff to ensure the development of the staff and the quality of the program
- 7 Understand that flexibility is a key to any successful camp program and acknowledge that additional responsibilities may become necessary during the summer
- 8 On-site residence required
- 9 Lead program as needed
- 10 Encourage teammates

Counselor: *Responsible to LAB Director D-\$*

Qualifications (read this and Leader Section page 2):

- 1 At least 19 years of age (older preferable)
- 2 Demonstrated leadership skills and abilities
- 3 Ability to communicate with teens and adults
- 4 Experience working with high school students
- 5 Desire to form relationships with many different kids
- 6 Understanding of self-sacrifice
- 7 Available for 3- 3 week sessions of counseling and 2 weeks of leader training

General Responsibilities:

- 1 Participate with and assist campers in activities
- 2 Show love to all campers, even when difficult
- 3 Ensure that every kid in cabin understands the Gospel
- 4 Live in a cabin with the campers, overseeing their well-being
Discipline, when needed, to protect staff, campers and Fort
- 5 Lead small group studies
- 6 Help campers stay safe... emotionally, physically, spiritually
- 7 Look out for and take advantage of “Teachable Moments”
- 8 Protect those campers who are picked on by others
- 9 Arrive and leave on time for all activities
- 10 Work hard with a cheerful attitude
- 11 Be flexible and have fun!

LAB Cook: *Responsible to LAB Director & Food Service Director D-\$*

Qualifications (read this and Leader Section page 2)

- 1 19 years of age or older preferable
- 2 Some background in Food Service
- 3 Insurable driving record
- 4 Ability to communicate with teens and adults
- 5 Satisfactory passing of sanitation test
- 6 Must enjoy making food
- 7 Be an initiative-taker
- 8 Understanding of self-sacrifice
- 9 Able to connect with campers and staff
- 10 Available late May through mid August

General Responsibilities:

- 1 Cook spends most of his/her time preparing food for group of 30+
- 2 Cut and slice fruits, vegetables, breads and meats
- 3 Create menus; read recipes and follow directions
- 4 Maintain sanitary working area, equipment and serving methods
- 5 Perform responsibilities of 3 daily meals while campers are in camp
- 6 Maintain order in kitchen
- 7 Dress appropriately: full coverage shoes and shirts with sleeves
- 8 Operate meat slicer and other cooking equipment
- 9 Prepare and pack food for trips

LAB Lifeguard: *Responsible to Aquatics Director and LAB Director D-\$*

Qualifications (read this and Leader Section page 2):

- 1 At least 17 years of age, 18 or older preferable
- 2 Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training (if you get your certification this winter or spring and are accepted on to summer staff, Fort will reimburse you for the cost of training if you provide us with a receipt), including CPR for the Profession Rescuer and First Aid and AED
- 3 Able to communicate effectively with adults and teens
- 4 Enjoys being outside in the sun
- 5 Available late May through early August

General Responsibilities:

- 1 Lifeguard at the beach and on out of camp trips
- 2 Know emergency procedures; be safety conscious
- 3 Maintain a clean, safe and orderly beach; strive for excellence
- 4 Correct camper errors with an appropriate Christian attitude
- 5 Encourage teammates
- 6 Rake the beach; sweep the docks; lead water fun activities
- 7 Notify Director immediately of any accidents or potential problems
- 8 Assist with general maintenance and kitchen needs
- 9 Help prep for trips
- 10 Perform first aid needs

LAB Cook’s Assistant: *Responsible to LAB Director and Lab Cook D-\$*

Qualifications (read this and Leader Section page 2):

- 1 At least 17 years of age
- 2 **Insurable driving record**
- 3 Demonstrated leadership skills and abilities: initiative taker
- 4 Able to communicate effectively with adults and teens
- 5 Available early June to mid-August
- 6 Interest in cooking and how the kitchen works

General Responsibilities:

- 1 Assist LAB Cook
- 2 Work on a task until complete
- 3 Be flexible
- 4 Work hard with a cheerful attitude
- 5 Dress appropriately: full coverage shoes and shirts with sleeves
- 6 Drive to main camp as needed