



Operations Accommodations Specialist

I. Ministerial Position

Operations Accommodations Specialist

II. Reporting Relationship

The Operations Accommodations Specialist reports to the Operations Senior Director

III. Ministry Summary

The Operations Accommodations Specialist 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); and 5) be accountable in relationship with others (Galatians 6:1-5). The position will facilitate housekeeping services for all the buildings' interiors and guest/camper accommodations to allow us to impact lives for the eternity through God's word, creation, adventure programming and warm Christian fellowship.

IV. Ministry Tasks

- A.** Oversees and performs the housekeeping services for all the buildings' interiors in accordance to Operations Senior Director
- B.** *Leads the staff/volunteers in devotions and teaches the staff/volunteers the Christian discipline of joyful, diligent work.*
- C.** Responsible to maintain inventory and restock cleaning supplies, equipment, etc. for all facilities including in the summer months, two off-site facilities
- D.** Inspect and report maintenance issues/problems to supervisor
- E.** Able to be proactive in preventative maintenance of buildings' interiors and equipment (vacuum cleaners etc.)
- F.** Efficiently complete unexpected cleaning needs/requests as appropriate
- G.** Able to drive vehicles
- H.** Assist with general camp projects including some construction
- I.** Supports and maintains a budget
- J.** Attend seminars/meetings appropriate for on-going training
- K.** Occasionally serve on-call during off hours
- L.** Other duties and responsibilities as assigned by Operations 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. Residential or commercial cleaning experience
- G. Ability to multi-task while directing/supervising others (Matthew 28:19)
- H. Self-starter, motivated, adaptable, detail orientated, team player
- I. Effective communicator
- J. Ability to lift and carry 50 pounds, climb a ladder, bend and stoop
- K. Ability to work in a fast-paced environment
- L. 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**