



FORT WILDERNESS

Main Camp Ministerial Position Descriptions

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. 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.

All leadership staff must have the following 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. Desire to impact other people for the Kingdom of God by sharing the gospel, leading devotions, share testimony, prayer, etc.
4. Will embrace and live out Fort's values
5. Mature; responsible; independent; initiative-taker
6. Be flexible and willing to do whatever is asked
7. Be a model of quality and hard work with a Godly attitude
8. Demonstrated leadership skills and abilities
9. Ability to communicate well with children and adults
10. Preferably 18 or older (unless otherwise noted for certain positions)

All volunteer 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
3. Will embrace and live out Fort's values
4. Ability to work hard and flexibility to accommodate changes
5. Must be 15 years or older

Leader Responsibilities

Most work areas at Main Camp have 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:

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. Show love to campers and staff, even when difficult
5. Encourage teammates during and after work
6. Prepare for and participate actively in planned studies
7. Attend weekly leaders' gatherings/meetings
8. Disciple another summer staffer (if asked)
9. Be a role model in following the Summer Staff Manual
10. Show initiative in keeping a clean and orderly living area

TABLE OF CONTENTS FOR MINISTERIAL DESCRIPTIONS

Accommodations Head.....	3
Archery Head.....	3
CampGrounds (Coffee Shop) Head.....	3
Canteen Head.....	4
Children’s Ministry Team.....	4
Climbing Tower Head.....	5
Craft Shop Head.....	5
Dish Crew Head.....	6
Head Wrangler.....	6
Lead Cook.....	6
Resident Assistant (RA).....	7
Lifeguard.....	7
Maintenance Head.....	8
Marketing Assistant.....	8
Nature Center Instructor.....	9
Program Team.....	9
Riflery Head.....	10
Staff Assistant.....	10
Waterfront Head.....	11
Worship Leader.....	11
Volunteer Positions.....	12

Accommodations Head

Responsible to: Accommodations Coordinator

Oversees the cleanliness of the indoor facilities to ensure a distraction-free environment for campers to enjoy community and the space to encounter Christ.

Dates: May 28 - August 16, 2022

Qualifications:

1. Enjoys physical labor and cleaning
2. Detail-oriented with a high standard for cleanliness
3. Ability to train and teach others how to clean
4. Able to lead a team of 3 to 4 people
5. Ability to delegate work to accomplish tasks efficiently
6. Willingness to learn vacuum maintenance and repair

Ministerial Responsibilities:

1. Clean bathrooms daily and maintain cleanliness of dining hall and Gathering Place
 2. Vacuum carpets, sweep and mop floors, and clean windows
 3. Work towards excellence, with an attitude of joy
 4. Train and lead cleaning crew on Fridays
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Archery Head

Responsible to: Program Coordinator

Oversees the safety of and manages the archery range with a Christ-like attitude.

Dates: May 28 - August 16, 2022

Qualifications:

1. Hunter's Safety certification (preferred)
2. Knowledge and experience with archery
3. Ability to teach and is teachable

Ministerial Responsibilities:

1. Teach and monitor proper use of equipment
 2. Lead hour-long archery classes during Step Up; and free time during Family Camps
 3. Maintain riflery shack: pre and end of season inventory
 4. Conduct daily check for safety, cleanliness and repair needs
 5. Prepare and repair equipment before each camp begins
 6. Assist in serving in other areas around camp as needed
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CampGrounds (Coffee Shop) Head

Responsible to: Retail Coordinator

Responsible for the day-to-day operations involved in accomplishing our mission: "We are dedicated to our campers' well-being. We welcome campers into an atmosphere where everyone is served excellent coffee with Christ-like service."

Dates: May 28 - August 16, 2022

Qualifications:

1. Able to take ownership of their leadership role in the CampGrounds Coffee Shop
2. Responsible, understand and maintain set standards for atmosphere, service and quality of products
3. Teachable, and 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

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7. Able to handle pressure of customer demands with patience
8. Innovative, creating new ideas for drinks, service and business processes

Ministerial Responsibilities:

1. Lead shifts, train staff and delegate responsibilities
 2. Work hard, with a cheerful attitude
 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. Maintain cleanliness and order
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Canteen Head

Responsible to: Retail Coordinator

Responsible for the day-to-day operations involved in accomplishing our mission: "Our mission is to encourage families to engage and create memories together. We do this by fostering a fun environment and then serving in a Christ-like manner."

Dates: May 28 - August 16, 2022

Qualifications:

1. Able to take ownership of leadership role in the canteen
2. Integrity, honesty in dealing with money
3. Enjoy serving food and snacks to people
4. Able to handle pressure of customer demands with patience

Ministerial Responsibilities:

1. Lead shifts, train staff and delegate responsibilities
 2. Operate cash register, take orders and accurately fill them
 3. Make shakes, sundaes, pizza and popcorn
 4. Check inventory and report needs to Retail Operations Manager or Food Services Manager
 5. Serve all campers, even difficult ones, with quality and joy
 6. Be alert to customer needs
 7. Follow directions, completing tasks as assigned
 8. Maintain neatness and order, follow and communicate to others emergency procedures
-

Children's Ministry Head (2 positions)

Responsible to: Children's Ministry Specialist

Teaches and demonstrates Biblical principles to young family campers at an age-appropriate level for them to better learn and love God.

Dates: May 28 - August 16, 2022

Qualifications:

1. Demonstrated leadership skills and abilities
2. Experience working with youth of relevant ages
3. Desire to form relationships with many different kids

Ministerial Responsibilities:

1. Teach daily classes for 5 to 25 kids (with assistants)
2. Coordinate curriculum for Children's Ministry
3. Discipline, when needed, to protect staff, campers and Fort
4. Help campers stay safe and orderly during class time
5. Look out for and take advantage of "Teachable Moments"
6. Arrive and leave on time for all activities

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7. Organize materials and treats for each class; clean up after
 8. Train volunteers/assistants each week to serve campers well
 9. Serve in a dual role around camp as needed
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Climbing Tower Head

Responsible to: Program Coordinator

Oversees the safety of the climbing tower and manages the climbing team with Christ-like humility.

Dates: May 28 - August 16, 2022

Qualifications:

1. Must be 18 years or older
2. Previous climbing experience preferred
3. Be an initiative-taker and team player
4. Strong work ethic
5. Positive attitude to encourage climbers on the wall
6. Safety-conscious and competent to make important decisions
7. Available for climbing tower training and orientation [dates TBD]

Ministerial Responsibilities:

1. Monitor the proper use of climbing wall and surrounding area
 2. Enforce all climbing wall policies and procedures for safety
 3. Organize equipment and keep it maintained for inspections
 4. Organize the facility schedule in collaboration with the program team
 5. Teach basic belay/climbing skills to others
 6. Facilitate group experiences in cooperation with other staff
 7. Serve in a dual role around camp as needed
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Craft Shop Head

Responsible to: Craft Shop Specialist

Leads the Craft Shop team in fostering a fun and imaginative space for campers to enjoy the likeness of our Creator through arts and crafts in fellowship with others.

Dates: May 28 - August 16, 2022

Qualifications:

1. Skill in working with crafts (leather, beads, sculpting, painting, etc.)
2. Enjoy serving and instructing kids and adults; enthusiasm
3. Skilled in working with numbers
4. Able to handle pressure of customer demands with patience
5. Able to lead a team of 2-4 people

Ministerial 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 and with integrity
 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
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Dish Crew Head

Responsible to: Food Services Manager/Chef

Leads volunteers in order to reduce distractions so families can connect with creation.

Dates: May 28 - August 16, 2022

Qualifications:

1. Enjoy physical labor and cleaning
2. Desire to work with and lead a group of people
3. Desire to work in a camp kitchen
4. Ability to communicate tasks clearly to a range of ages

Ministerial Responsibilities:

1. Be able to see a task through to completion
 2. Follow sanitation guidelines
 3. Be safety-conscious
 4. Be detail-oriented
 5. Create an environment of camaraderie
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Head Wrangler (3 positions)

Responsible to: Stables Coordinator

Co-leads at the Stables to enable campers to experience God through His Creation, His Word, adventure programs and relationships.

Dates: May 23 - August 16, 2022

Qualifications:

1. Must be able to mount and dismount a horse, without assistance from any person or device
2. Must be a competent rider and instructor
3. Able to lift 35 lbs. to a horse's back (saddle) and reach up to 7 ft. (to bridle a horse); enjoys physical labor
4. Must be able to feed stock (carrying hay bales of up to 50 lbs.)
5. Ability to communicate effectively with children and adults
6. Must be First Aid and CPR certified (Fort is able to provide these certification classes)

Ministerial 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. Know emergency procedures; be safety-conscious
 6. Dress appropriately: long pants and proper footwear at all times
 7. Lead rainy day activities at time
 8. Oversee certain aspects of daily activities
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Lead Cook (4 positions)

Responsible to: Food Services Manager/Chef

Leads volunteers in order to reduce distractions so families can connect with creation.

Dates: May 28 - August 16, 2022

Qualifications:

1. 19 years of age or older preferred
2. Valid driver's license; insurable driving record
3. Satisfactory passing of sanitation test
4. Some background in Food Service; must enjoy making food

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5. Understanding of self-sacrifice

Ministerial Responsibilities:

1. Maintain sanitary working area, equipment and serving methods
 2. Maintain order, keep workplace organized
 3. Must wear kitchen uniform: full coverage shoes and shirts with sleeves
 4. Operate cooking equipment
 5. Oversee/lead daily preparations of meals for up to 400 people
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Resident Assistant (RA) (4 positions – 2 male, 2 female)

Responsible to: Staff & Volunteer Coordinator

Shepherds and mentors the summer leaders and volunteers to support them in their spiritual/personal growth and to equip them to serve campers well and show them Christ.

Dates: May 23 - August 16, 2022

Qualifications:

1. At least 20 years of age (21 or older preferable)
2. Valid driver's license and insurable driving record
3. Demonstrated leadership skills and abilities; initiative-taker and task completer
4. Desire to form personal relationships with staff and willingness 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. 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
 4. Pray for summer staff; meet with them in 1 on 1's and/or in small groups
 5. Discipline summer staff, when needed, to protect other staff, campers and Fort
 6. Greet summer 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 Manual and Guidelines; including curfew
 9. Be on-call 24 hours a day, 6 days a week
 10. Plan and lead staff meetings/devotions in cooperation with Staff & Volunteer Coordinator
 11. Plan and coordinate staff activities, including Staff Night Out each week
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Lifeguard (3 positions)

Responsible to: Program Coordinator & Waterfront Head

Manages the safety of campers and the beach with a Christ-like attitude.

Dates: May 28 - August 16, 2022

Qualifications:

1. Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training, including CPR for the Professional Rescuer and First Aid & AED (Fort may be able to partially reimburse cost of training)
1. WI Boating Certificate
2. Be safety-conscious

Ministerial Responsibilities:

1. Lifeguard at the beach and for off-site trips

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2. Know and communicate to others emergency procedures
3. Provide safe boat rides to campers
4. Correct camper errors with an appropriate Christian attitude
5. Notify supervisor immediately of any accidents or potentials
6. Dress appropriately: no bikinis, tankinis or speedos
7. Care for and maintain boat and other boating equipment daily
8. Provide proper instruction for campers regarding water activities
9. Serve in a dual role around camp as needed

Maintenance Head

Responsible to: Grounds Specialist

Oversees the presentation and functionality of the outdoor facilities so that campers can utilize and enjoy them in a safe, distraction-free manner.

Dates: May 28 - August 16, 2022

Qualifications:

1. Enjoy physical labor, cleaning, grounds work
2. Valid driver's license and insurable driving record
3. Knowledge of lawn care maintenance equipment
4. Able to lead a team of 2 to 3 people

Ministerial Responsibilities:

1. Maintain facilities and grounds; handle garbage
2. Clean bathrooms and cabins regularly
3. Follow directions until job is complete
4. Work towards excellence, with an attitude of joy
5. Knowledge of and implementation of safety procedures

Marketing Assistant (3 positions)

Responsible to: Marketing Specialist

God uses Fort to impact lives for eternity. Marketing staff capture great photos and videos, thus inspiring even more campers, donors and prayer warriors to stay connected.

Dates: May 28 - August 16, 2022

Qualifications:

1. Submit a portfolio of work to be considered (8-10 photographs, videos, graphic design or related works)
2. Demonstrated self-starter, self-motivated, problem-solver with desire to learn/improve photography and videography skills
3. Proficient with computers, digital equipment/tools/software and familiar with Adobe Products (CS6 preferably or similar software); video production experience a plus

Ministerial Responsibilities:

1. Able to follow marketing protocols, organize and keep track of one's personal files and work
2. Be a team player in helping improve current processes and brainstorm creative ideas
3. Have an attitude of respect and service to support coworkers
4. Sensitive and mature selection in compiling pieces that represent Fort Wilderness well

Nature Center Instructor (2 positions)

Responsible to: Nature Center Program Coordinator

Educates campers about creation, to facilitate moments of connection with God and inspire a commitment to care for creation.

Dates: May 23 - August 16, 2022

Qualifications:

1. Takes initiative; self-motivated, organized, and timely
2. Keen interest in nature
3. Ability to teach dynamic science lessons to diverse groups
4. Strong communication skills, both within a team context and an educational setting
5. Desire to form relationships with campers
6. Passion for learning and ability to quickly learn a lot of material

Ministerial Responsibilities:

1. Assist Nature Center Program Coordinator
 2. Foster safe, loving, Christ-centered learning environment
 3. Prepare and clean up after activities and lessons
 4. Teach hour-long classes for youth/adults
 5. Supervise volunteers
 6. Daily care for fish, reptiles, and amphibians
 7. Maintain nature center facilities
 8. Articulate a scriptural theology of creation stewardship
-

Program Team (4 positions)

Responsible to: Media Specialist

Allows campers to enjoy God's creation and experience a fun week at camp by providing a variety of program activities.

Dates: May 28 - August 16, 2022

Qualifications:

1. Demonstrated leadership skills and abilities; initiative-taker
2. Desire to form relationships with campers and staff
3. Understanding of self-sacrifice
4. Lifeguard Certification preferred (Fort may be able to partially reimburse cost of training)
5. Truck and trailer driving skills preferred, or willing to learn

Ministerial Responsibilities:

1. Serve directly with Media Specialist
 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, tube float, etc.)
 7. Arrive and leave on time for all activities
 8. Assist with communication between Media Specialist and summer staff
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Riflery Head

Responsible to: Program Coordinator

Oversees the safety of and manages the .22 rifle range with a Christ-like attitude.

Dates: May 28 - August 16, 2022

Qualifications:

1. Must be at least 18 years or older
2. Must have Hunter's Safety Certification
3. Ability to teach and is teachable

Ministerial Responsibilities:

1. Teach and monitor proper use of equipment
 2. Lead hour-long riflery classes during Step Up; and free time during Family Camps
 3. Maintain Riflery Shack: pre and end of season inventory
 4. Conduct daily check for safety, cleanliness and repair needs
 5. Prepare and repair equipment before each camp begins
 6. Assist in serving in other areas around camp as needed
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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
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Waterfront Head

Responsible to: Program Coordinator

Oversees the day to day operations of the waterfront and leads the lifeguard team with Christ-like humility.

Dates: May 28 - August 16, 2022

Qualifications:

1. Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training, including CPR for the Professional Rescuer and First Aid & AED (Fort may be able to partially reimburse cost of training)
2. WI Boating Certificate
3. Be safety-conscious
4. Able to lead a team of 3-5 people

Ministerial Responsibilities:

1. Lifeguard at the beach and for off-site trips
 2. Oversee maintenance of beach area and equipment
 3. Know and communicate emergency procedures to others
 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. Notify supervisor immediately of any accidents or potentials
 8. Dress appropriately: no bikinis, tankinis or speedos
 9. Assist in serving in other areas around camp as needed
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Worship Leader

Responsible to: Adult & Family Ministries Senior Director

Leads campers and staff in worship through music to praise God and prepare hearts to hear the teaching of His Word.

Dates: May 28 - August 16, 2022

Qualifications:

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

Ministerial 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 Adult & Family Ministries Sr. Director 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 campers
9. Build relationships with summer staff; lead weekly staff worship time
10. Be a resource to the LST's, leaders and volunteer staff
11. Work alongside Program Team during some afternoons and evenings

12. Serve in a dual role around camp as needed

Volunteer Opportunities

Qualifications for All Volunteers

1. Faith in Jesus Christ and a desire to grow closer to God
2. Desire to impact other people for the Kingdom of God
3. Will embrace and live out Fort's values
4. Ability to work hard and flexibility to accommodate changes
5. Must be 15 years or older

Responsibilities for All Volunteers

Please see the position responsibilities of the team/crew head in the leadership ministerial descriptions. Most of the responsibilities of the volunteers are the same as the head of each team, though volunteers fulfill the vital role of supporting the leader in executing those responsibilities. Additional or differentiating qualifications and responsibilities for volunteers will be listed below in the positions available. Please note that some positions will be asked to play a dual role to support other teams (ex: coffee shop volunteers will also support children's ministry).

Volunteer Positions Available

Accommodations Crew

Reports to: Accommodations Head & Coordinator

Assistant Counselor (for Step Up/Adventure Outpost)

Reports to: Senior Counselor & AO Director (or Step Up Directors)

- At least 16 years or older preferred
- See additional qualifications/responsibilities in "AO Ministerial Descriptions"

CampGrounds (Coffee Shop) Crew

Reports to: CampGrounds Head & Specialist

- At least 16 years of age; 18 or older preferred
- May also be asked to serve in Children's Ministry

Canteen Crew

Reports to: Canteen Head & Retail Coordinator

- May also be asked to serve in Children's Ministry

Children's Ministry Assistant

Reports to: Children's Ministry Heads & Specialist

- **Not a full-time role:** Will be asked to support another team in addition to Children's Ministry

Craft Shop Crew

Reports to: Craft Shop Head & Specialist

- May also be asked to serve in Children's Ministry

Dish Crew

Reports to: Dish Crew Head & Food Services Manager/Chef

Kitchen Crew (Assistant Cook)

Reports to: Lead Cook(s) & Food Services Manager/Chef

- At least 16 years or older preferred

Lifeguard

Reports to: Waterfront Head & Program Coordinator

- At least 16 years of age, older preferable
- Current ARC, YMCA, USLA, or Ellis & Associates Lifeguard Training, including CPR for the Professional Rescuer and First Aid & AED
- May also be asked to serve in Children's Ministry

Maintenance Crew

Reports to: Maintenance Head & Grounds Specialist

Nature Center Assistant

Reports to: Nature Center Instructors & NC Program Coordinator

Nurse (for Step Up/Adventure Outpost)

Reports to: Health Safety Coordinator & AO Director

- Lives at Adventure Outpost in Infirmary (except for Step Up: stays in Payton's Place Infirmary)
- See additional qualifications/responsibilities in "AO Ministerial Descriptions"

Riflery Assistant

Reports to: Riflery Head & Program Coordinator

- Must be at least 18 years or older
- May be asked to serve in additional roles

Wrangler/Stable Hand

Reports to: Head Wranglers & Stables Coordinator

- Must be 15 or older to serve as a wrangler
- Must be able to mount/dismount a horse, without assistance from any person or device
- Able to lift 35 lbs. to a horse's back (saddle) and reach up to 7 ft (to bridle a horse); enjoys physical labor
- 13-14 year olds may serve as Stable Hands while living with a parent/guardian (contact Staff & Volunteer Coordinator for more details)