



## Accommodations Coordinator

### **I. Ministerial Position**

Accommodations Coordinator

### **II. Reporting Relationship**

The Accommodations Coordinator reports to the Operations Senior Director

### **III. Direct Reports**

A. Accommodations Specialist

### **IV. Ministry Summary**

The Accommodations 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); 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.

### **V. Ministry Tasks**

- A.** Ensures housekeeping services for all buildings' interiors on all three sites, meet service standards and expectations
- B.** Supervises Accommodations Specialist, Fort Contract and Tru North staff with cleaning program, ensures expectations are met according to prescribed schedule
- C.** Serves on the Ancillary group to support other uses of camp, including staff/delivery requirements
- D.** Leads the staff/volunteers in devotions and teaches the staff/volunteers the Christian discipline of joyful, diligent work.
- E.** Responsible for ordering and restocking cleaning supplies, equipment, needs etc. for all facilities on all three sites
- F.** Perform proactive review of cleaning, maintenance, and equipment (vacuum cleaners etc.) Involve other teammates as appropriate
- G.** Identify resource requirements to complete camp cleaning, including ancillary services. Review monthly in advance and coordinate needs with Personnel and Operations Senior Director
- H.** Establish the philosophy, service standards and training protocols to meet camp's operating principle of "excellence"
- I.** Keep up to date on serve enhancements and improvements including new chemicals and equipment
- J.** Supports your supervisor with the Operations team budget
- K.** Support your supervisor with general camp projects, schedule in advance

- L.** Attend seminars/meetings appropriate for on-going training
- M.** Other duties and responsibilities as assigned by Operations Senior Director (Hebrews 13:17, 1Peter 2:13)
- N.** 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

## **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.** 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.** Able to multi-task while directing/supervising others (Matthew 28:19)
- H.** Self-starter, motivated, adaptable, detail orientated, team player, effective communicator.
- I.** Able to lift and carry 50 pounds, climb a ladder, bend and stoop
- J.** Able to drive vehicles
- K.** 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 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