



**FORT WILDERNESS**  
Stronghold of Christian Adventure

## **Horsemanship Operations Coordinator**

- I. Ministerial Position**  
Horsemanship Operations Coordinator
- II. Reporting Relationship**  
Horsemanship Operations Coordinator reports to the Horsemanship Coordinator
- III. Ministry Category:** Exempt Missionary Staff
- IV. Ministerial Position Summary**  
The position will provide the day-to-day care and operations of the stables to allow us to impact lives for eternity through God's word, creation, adventure programming and warm Christian fellowship.
- V. Ministry Responsibilities**
  - A. Responsible for daily chores, including but not limited to operating large equipment, distributing medications, and feeding.
  - B. Maintain trails, corrals, and pasture.
  - C. Disciple Horsemanship staff in accordance with the mission of Fort Wilderness (Matthew 28:19)
  - D. Lead trail rides, teach riding lessons, and drive hay/sleigh rides.
  - E. Work with the Horsemanship Manager to accomplish the horsemanship programs.
  - F. Other duties and responsibilities as assigned by the Horsemanship Coordinator (Hebrews 13:17, 1Peter 2:13)
  - G. Attend seminars/meetings appropriate for on-going training.
  - H. 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. The Horsemanship Operations 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).
  - C. Demonstrates a Christian lifestyle that reflects the Biblical perspective of integrity and appropriate personal and family relationships, business conduct 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 (Luke 6:40)

- D. Able to fulfill Fort's purpose through using Fort's core values (God's Word, creation, adventure, and warm Christian Fellowship)
- E. Self-starter, adaptable, detail orientated, team player, effective communicator.
- F. A Certification/ degree or equivalent experience in Horsemanship
- G. Able to follow directions and fulfill assignments.
- H. 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. Working Conditions—ability to:**

- A. Move materials/items around camp of up to 75 pounds.
- B. Ascend/descend ladders.
- C. Bend and stoop.
- D. Work in outdoor weather conditions.
- E. Work in a fast-paced environment.
- F. Safely drive tractors, other farm equipment and truck with a horse trailer
- G. Have and maintain an insurable driving record to drive Fort wilderness vehicles.

**VIII. Acknowledgement**

I have read and received a copy of my job description. This position description supersedes previous descriptions and verbal communications. I understand that I am expected to follow my job as is outlined above and if I have any questions or concerns about what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this role. I may perform other related tasks under the direction of my supervisor. I agree to follow policies and procedures included in the Employee Handbook.

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_