



Operations Specialist

- I. Ministerial Position**
Operations Specialist
- II. Reporting Relationship**
The Operations Specialist reports to the Operations Senior Director
- III. Ministry Category:** Exempt Apprentice
- IV. Ministry Position Summary**
The Operations Specialist will maintain the buildings and steward camp resources to foster opportunities to allow us to impact lives for the eternity through God's word, creation, adventure programming and warm Christian fellowship.
- V. Essential Ministry Responsibilities**
 - A. Support the rest of the Operations team through the following:
 - a. Construction and Campus Master Plan Director with construction projects
 - b. Fleet Coordinator with the fleet and snow removal efforts
 - c. Mechanical Coordinator with the mechanicals of the buildings
 - d. Grounds Coordinator with grounds projects
 - e. Accommodations Coordinator with accommodations
 - B. Direct and/or train staff/volunteers with regards to building maintenance
 - C. Attend seminars/meetings appropriate for on-going training
 - D. Occasionally serve on-call during off hours
 - E. Other duties and responsibilities as assigned by the Operations Senior Director (Hebrews 13:17, 1Peter 2:13)
- VI. Essential Qualifications**
 - A. Agreement with the theological positions of Fort (2 Tim 3:16-17, John 1:1-14, Col 1:14, 1 Cor 15:13-18).
 - B. The Operations 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).
 - C. 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.

- D. 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).
- E. Effectively teach communicate the Christian faith to others and further the religious mission of Fort.
- F. Able to fulfill Fort's purpose through using Fort's core values (God's Word, Wilderness, Adventure and Relationships). Basic plumbing and electric skills a plus.
- G. Self-motivated, team player, detail oriented, mechanically inclined, adaptable.
- 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 up to 50 pounds
- B. Ascend/descend ladders
- C. Bend and stoop
- D. Ability to constantly work in outdoor weather conditions
- E. Ability to work in a fast-paced environment
- F. 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: _____