



Program Specialist

- I. Ministerial Position**
Program Specialist
- II. Reporting Relationship**
The Program Specialist reports to the COO
- III. Ministry Category:** Exempt Apprentice
- IV. Ministerial Position Summary**
The position will ensure programs are prepared, executed, and supported to impact lives for the eternity through God's Word, creation, adventure programming and warm Christian fellowship.
- V. Ministry Responsibilities**
 - A. Accountable for design and development of family camp and retreat games that engage audience appropriate ages and broad camp experiences (e.g. nature).
 - B. Accountable for delivery of group games and evening programming during camps.
 - C. Accountable for delivery of large program areas for camps: family activity (e.g. patio party, family games), cross country skiing, ice skating, snowshoeing, and hiking trails.
 - D. Responsible for directing summer program staff in delivery of large program areas.
 - E. Responsible for purchase/build and maintenance of equipment used for games and program areas (e.g. waxing skis or props for family games).
 - F. Responsible for working with Operations team on any facility modifications needed to support games/programming.
 - G. Accountable for middle school ministry during Family Camp sessions.
 - H. Accountable for activity/program inclement weather backup planning and execution.
 - I. Responsible for carrying host phone and support groups in camp. Serve on-call during off hours as needed.
 - J. Responsible for discipling program staff during the summer in accordance with the mission of Fort Wilderness (Matthew 28:19).
 - K. Responsible, as part of the larger program team, for seasonal turnover of camp facilities.
 - L. Other duties and responsibilities as assigned by the COO (Hebrews 13:17, 1Peter 2:13).
 - M. Attend seminars/meetings appropriate for on-going training.

VI. Qualifications

- A. Agreement with the theological positions of Fort Wilderness Ministries (2 Tim 3:16-17, John 1:1-14, Col 1:14, 1 Cor 15:13-18).
- B. The Program 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); 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 Wilderness.
- D. 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).
- E. Able to fulfill Fort's purpose through using Fort's core values (God's Word, creation, adventure, and warm Christian fellowship).
- F. Self-starter, adaptable, detail orientated, team player, effective communicator.
- G. Ability to work in a fast-paced environment.
- H. Ability to work with people of all ages.
- I. Insurable driving record.
- J. 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. Work in outdoor weather conditions
- E. 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: _____