



Creative Arts Coordinator

- I. Ministerial Position**
Creative Arts Coordinator
- II. Reporting Relationship**
The Creative Arts Coordinator reports to Program Director
- III. Ministry Category:** Exempt Missionary
- IV. Ministry Position Summary**
The position will ensure programs are prepared, executed, and supported to impact lives for eternity through God's word, creation, adventure programming and warm Christian fellowship.
- V. Essential Ministry Responsibilities**
 - A.** Accountable for creating/leading Fort's Creative Arts program that provides campers instructional opportunities to experience God through creativity through a variety of means.
 - B.** Accountable for teaching campers artistic concepts integrated with Biblical principles.
 - C.** Responsible for collaborating with the Nature Center leaders to create arts-integrated, science-based, biblical lessons.
 - D.** Responsible for training, developing, and supporting Creative Arts Summer Staff and volunteers to impact lives for eternity through creation, adventure, God's Word and warm Christian fellowship.
 - E.** Responsible for care of the Creative Arts spaces, supplies, and equipment.
 - F.** Responsible for managing the Creative Arts budget.
 - G.** Consults with the Retail and Marketing teams to provide services and products.
 - H.** Responsible for Creative Arts weekend programming, working with other program and operations team to make the weekend a success.
 - I.** Responsible to perform other duties and responsibilities as assigned by the Program Director (Hebrews 13:17, 1Peter 2:13).
 - J.** Responsible for keeping skills up to date and attending seminars and meetings as appropriate for ongoing training.
 - K.** Responsible for support-raising; therefore, the employee must keep his/her support team informed on a regular basis regarding one's ministry.
- VI. Essential 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.** 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 8) 3) believe in the authority of scripture (2 Timothy 3:16) 4) use their ministry as an example 8-13) 2) a role model of Christ in everything that they do (1 John 3:1 and termination of this employment with Fort Wilderness.
- C.** 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).
- 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 teaches and otherwise communicates the Christian faith to others and furthers the religious mission of Fort Wilderness
- F.** Able to fulfill Fort's purpose through using Fort's core values (God's Word, Wilderness, Adventure and Relationships)
- G.** Self-starter, adaptable, detail-oriented, team player, effective communicator, customer service-minded
- H.** Ability to work with people of all ages
- I.** Experience in team management
- J.** 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. Working Conditions—ability to:

- A.** Move materials/items around camp of 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. I understand this overrides anything I have been given or told. 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.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____