



Grounds Coordinator

- I. Ministerial Position**
Grounds Coordinator
- II. Reporting Relationship**
The Grounds Coordinator reports to the Operations Director
- III. Ministry Summary**
The position will oversee the landscaping of the grounds to foster opportunities to allow us to impact lives for the eternity through God's word, creation, adventure programming and warm Christian fellowship.
- IV. Ministry Category:** Exempt Missionary
- V. Essential Ministry Responsibilities**
 - A.** Caring for the landscape of camp including lawn, tree, trails and road maintenance
 - B.** Oversees garbage and garbage removal
 - C.** Direct and/or train staff/volunteers with regards to landscaping projects
 - D.** Monitor walkway conditions during the winter
 - E.** Aid and assist in other operations areas as needed and directed
 - F.** Leads the staff/volunteers in devotions and teaches the staff/volunteers the Christian discipline of joyful, diligent work.
 - G.** Able to drive vehicles/equipment to assist with snow removal as instructed
 - H.** Assist with general camp projects including some construction
 - I.** Attend seminars/meetings appropriate for on-going training
 - J.** Occasionally serve on-call during off hours
 - K.** Other duties as assigned by the Operations Director (Hebrews 13:17, 1Peter 2:13)
 - L.** 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. 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.** The Grounds 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. 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 and moral behavior. (Luke 6:40)
- E. Able to fulfill Fort's purpose through using Fort's core values (God's Word, Wilderness, Adventure and Relationships)
- F. Hardworking, initiative taker, team player, detail orientated
- G. 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. 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: _____