



## **Operations Director**

- I. **Ministerial Position:** Operations Director
- II. **Reporting Relationship:**  
The Operations Director reports to the COO.
- III. **Direct Reports:** Mechanical Coordinator, Fleet Coordinator, Building Maintenance Coordinator, Accommodations Coordinator, Grounds Coordinator
- IV. **Ministry Category:** Exempt Missionary
- V. **Ministry Summary:** This position will provide the leadership, vision and direction for the Operations team to optimize Fort's equipment and physical resources, enabling us to impact lives for eternity through God's word, creation, adventure programming and warm Christian fellowship.
- VI. **Essential Ministry Responsibilities:**
  - A. Lead the Operations Team in the ongoing maintenance of Fort's grounds, buildings, equipment and other physical assets
  - B. Develop staffing model to ensure adequate staff counts and appropriate assignments to support the growth and increasing complexity of supporting the camp ministry
  - C. Develop an annual Capital Expenditures plan for ongoing building and equipment maintenance/replacement
    - a. Work with CFO on budget needs for the operational support of the ministry
    - b. Work with the Advancement team and Executive Team to identify opportunities to raise funds, secure donated materials or volunteers in support of necessary projects
    - c. Work with the Business Office to ensure timely completion, reporting and analysis of projects/purchases against available funds
    - d. Work with departmental leadership to ensure support for each of the functional areas of camp
  - D. Develop a volunteer program to provide resources for maintenance projects
  - E. Provide staff leadership and development:
    - a. Spiritual
    - b. Coaching, mentoring, and professional development
    - c. Communication and effective decision-making
    - d. Routine engagement and annual performance evaluations.
  - F. Assess progress against goals, key objectives and performance on a quarterly basis
  - G. Collaborate with the Ministry Partner Development leader and your staff in support raising

- H. Create and monitor operational systems and processes to ensure efficient use of resources, including labor. Maintain tools to allow real time tracking of open maintenance issues.
- I. Management Team member responsible for leading camp
- J. Serve on the Facilities Committee
- K. Any other reasonable duties and responsibilities assigned by the COO

## **VII. Essential 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)(2Tim 3:16-17, John 1:1-14, Col 1:14, 1 Cor 15:13-18)
- B. The Operations Director 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 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 draw others closer to Him (1 Cor 13, Phil 2:1-4) 4) 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 as a Director, 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. Effectively teaches and otherwise communicates the Christian faith to others and furthers the religious mission of Fort Wilderness.
- F. 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 a lifestyle which honors Him
- G. Christian camping or outdoor programming experience – as a staff member or participant
- H. Leadership and / or management experience – ability to build and develop teams
- I. Self-starter, motivated, adaptable,
- J. Excellent communication and people skills, adaptable, team player
- K. Facility and operations management, construction and / or skilled trade experience required.
- 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 his / her ministry.

## **I. 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

## **II. 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: \_\_\_\_\_