

## BETHANY COMMUNITY CHURCH JOB DESCRIPTION

### Wilderness Vision Quest Ministry Associate

- Summary:** The Wilderness Vision Quest Ministry Associate will give oversight to all aspects of the Rites of Passage Ministry and work with the Wilderness Ministry team in implementing and expanding this emerging ministry.
- Location:** Bethany Green Lake
- Reports to:** Connections Pastor
- FLSA Status:** Exempt, Part-time or Full-time  
*\*This position may be combined with other part-time positions in College, Post-College/Early-Career, or Bethany Wilderness to create a full-time position.*
- Classification:** Temporary - One Year, Renewable

### KEY RESPONSIBILITIES

- Recruit, support, and equip Vision Quest guides. Plan and attend a guide training and retreat. Assess and maintain all procedures and protocol for the safety of participants.
- Develop Vision Quest social media presence. Ensure effective promotion and communication within the church community by collaborating with Bethany's Communications team to increase effectiveness online presence.
- Provide administrative support for the Wilderness Ministry Director and leadership team as they develop this new ministry, including but not limited to:
  - Processing guide applications and interfacing with applicants
  - Processing trip applications and interfacing with applicants
  - Processing all meetings and preparations with trip participants—from initial acceptance to post-trip follow-up.
  - Keeping a ministry equipment inventory
  - Maintaining the Spirit, Soul, Body website with up-to-date and accurate information and events.
  - Support the development process of creating written curriculum.
- Perform other duties as a member of the Bethany Community Church and Bethany Green Lake Staff and, or as the situation arises/assigned by supervisor.

### POSITION QUALIFICATIONS

- Biblically grounded follower of Jesus with a lifestyle that reflects devotion to Christ
- Well organized with timely attention to both the planning and execution of details for plans and projects
- Experienced backpacker with a strong understanding of essential gear, safety procedures, and the role of general revelation from creation in discipleship
- Excellent verbal and written communication skills
- Proficient with Social Media platforms and Microsoft Office, including Word, Excel, and PowerPoint

## OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is Sunday through Thursday, 18-40 hours/week, with occasional availability required on Fridays and Saturdays.
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 50lbs.
- Working Conditions:* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
- The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.
- Non-smoking building and environment.
- Compensation:* Dependent on experience.
- Benefits:* For employees working less than 21 hours/week, Paid Safe and Sick Time (PSST) provided in accordance with the City of Seattle PSST Ordinance. Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*