



◆ 137 Main Street ◆ P.O. Box 1887 ◆ Kalispell, MT 59903 ◆ Tel (406) 755-1211 ◆  
◆ Fax (406) 755-7154 ◆ [www.glacierinstitute.org](http://www.glacierinstitute.org) ◆ [register@glacierinstitute.org](mailto:register@glacierinstitute.org) ◆

## **EMPLOYMENT, INTERN or VOLUNTEER POSITIONS**

*Always Accepting Applications*

### **Big Creek Outdoor Education Center**

Employment Dates: mid March to late October (*Three to seven month intern positions are also available*)

Stipends: Approximately \$800 per month plus room and partial board

### **Glacier Park Field Camp**

Employment Dates: late May to mid September

Stipend: Approximately \$800 per month plus room and partial board

### **GENERAL DESCRIPTION**

*(This is a general description and is not meant to be inclusive of the position's functions.)*

- Report to and assist the Program Manager in managing and facilitating daily programs, lesson planning, teaching, training, and curriculum development.
- Professionally represent the Glacier Institute in its mission and goals.
- Share your interest, enthusiasm and dedication to outdoor education with both youth and adults.
- Assist in managing an outdoor education facility in a remote area and work with a small-sized staff.
- Perform a variety of jobs within an irregular schedule including facility maintenance.
- Live on site and work in the field.

### **OUR MISSION**

The Glacier Institute, a private non-profit organization, serves adults and children as an educational leader in the Crown of the Continent ecosystem with Glacier National Park and the Flathead National Forest at its center. Emphasizing field-based learning experiences, the Institute provides an objective and science based understanding of the area's ecology and its interaction with people. Through this non-advocacy approach to outdoor education, participants can be better prepared to make informed and constructive decisions which impact this and other ecosystems.

### **OUR CLASSROOM**

The Glacier Institute courses take place in a spectacular outdoor classroom throughout the Crown of the Continent ecosystem. The Glacier Institute is an equal opportunity provider of education.

The Crown of the Continent was a phrase coined by Glacier National Park advocate, George Bird Grinnell nearly 100 years ago to describe the magnificence of Glacier's peaks and valleys. Today, the phrase is used to describe the larger ecosystem that boasts millions of acres and spans the U.S.-Canadian border. Besides Glacier-Waterton International Peace Park, the ecosystem includes the Bob Marshall Wilderness Complex, the North Fork Valley, the Blackfoot Reservation and thousands of additional acres of public, private and tribal lands spanning from Banff National Park to the Scapegoat Wilderness.

The Crown of the Continent is the only ecosystem in the lower forty-eight states where all indigenous predator and prey species are naturally occurring including grizzly bears and gray wolves. It is a place rich in biological diversity, Native American heritage and unique geological features.

## OUR CAMPUSES

The **BIG CREEK OUTDOOR EDUCATION CENTER**, a historic Flathead National Forest Ranger Station, is located along the Wild and Scenic North Fork of the Flathead River adjacent to Glacier National Park, a twenty minute drive from West Glacier. Additionally, the Big Creek Outdoor Education Center operates under special use permit with the Flathead National Forest. The Big Creek campus includes two bunkhouses with bathrooms, a main dining hall (which can accommodate up to forty people), a meeting room, a large classroom, a twenty foot tepee and additional teaching space. Big Creek runs on a generator for electricity and has no public phone service, although a radio phone is available for emergency calls.

Big Creek is staffed by the Big Creek Program Manager and experienced educators whose backgrounds are in outdoor education and the sciences. Since 1988, Big Creek has been home to our [Youth Science Adventure Camps](#), [Discovery School](#) and several adult field courses. This facility can be rented for custom programs, small conferences, trainings and retreats.

**Big Creek Room and Board:** All Teacher Naturalists must live on site. You will be provided with a private room in shared staff housing. Food is provided only when there is a group in residence. During weekends or when the facility is empty, you will need to provide your own food.

The **GLACIER PARK FIELD CAMP**, a National Park Service facility operated by The Glacier Institute is located just inside the West Glacier entrance of Glacier National Park. On a bluff overlooking the Middle Fork of the Flathead River, Field Camp is home to five, comfortable hostel-style cabins that can be reserved by students for \$30 per bed per night. Field Camp has a community kitchen where students can store and cook food, an energy efficient bathhouse with hot showers, a classroom and the *Morris Brown Myerowitz Memorial Library*, which contains a diversity of books and audiovisual materials relevant to Glacier National Park and the surrounding areas. The facility is open from April to October.

Field Camp is staffed by the Field Camp Program Manager and experienced naturalists who bring added expertise to each course. Since 1983, Field Camp has been home for many of our adult field courses, family programs and custom programs. Adult courses are taught by instructors who are experts in a wide array of topics covering the cultural, ecological and aesthetic values of the Crown of the Continent ecosystem. Field Logistics Coordinator/Teacher Assistant acts as facilitators and students during adult courses, assisting with logistics and instructor support, as well as adding general naturalist information. The family programs are one day, field-based courses, whose curriculum is designed and taught by the Field Logistics Coordinator/Teacher Assistant.

**Field Camp Room and Board:** All Field Logistics Coordinators/Teacher Assistants live on-site in their own comfortable but basic plywood cabin, complete with a bed, desk, electrical outlets, lamps and etc. There is no running water in the cabin, but the kitchen and bathrooms are just a few yards away. Volunteers may need to share their cabin with one or two other volunteers.



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## Applicant Information

Employment  Intern

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Address (list applicable dates): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permanent Address (list applicable dates): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone numbers where you can be reached (please explain location and contact times of each phone number) \_\_\_\_\_

Dates available for the position(s) \_\_\_\_\_

### AUTHORIZATION FOR OBTAINING AND/OR RELEASING INFORMATION

Full birth certificate name: \_\_\_\_\_

Date of birth and location (city, county and state): \_\_\_\_\_

Name as it appears on driver's license: \_\_\_\_\_

Driver's License number, state where issued and expiration date: \_\_\_\_\_

Name and number as it appears on Social Security Card: \_\_\_\_\_

*I certify that all information on this and the attached pages is true, correct and complete to the best of my knowledge and contains no willful falsification or misrepresentation. I am aware that falsifications or misrepresentations may disqualify me from consideration for employment with The Glacier Institute or, if hired, may be grounds for termination at a later date. I understand that all information provided on these forms is subject to be verified and that police, sheriff and State driver's license bureaus will be contacted for background checks.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be considered for employment with The Glacier Institute, please complete, sign and return the following:**

- (1) Applicant Information Sheet**
- (2) Employment Application**
- (3) Resume**
- (4) Three References**
- (5) Questionnaire \*\*\*For all applicants except Cook/Kitchen Manager**





**EMPLOYMENT HISTORY**

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past four employers. Complete this section even if you are attaching a resume. If currently employed, may we contact your employer?  Yes  No

**PRESENT OR MOST RECENT EMPLOYER**

FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/YR
STREET ADDRESS	CITY	STATE	ZIP		
NAME AND TITLE OF SUPERVISOR		TITLE OF YOUR POSITION		REASON FOR LEAVING:	
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, AND PROMOTIONS WHILE EMPLOYED AT THIS COMPANY					

FULL NAME OF COMPANY		(AREA CODE) TELEPHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/YR
STREET ADDRESS	CITY	STATE	ZIP		
NAME AND TITLE OF SUPERVISOR		TITLE OF YOUR POSITION		REASON FOR LEAVING:	
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LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, AND PROMOTIONS WHILE EMPLOYED AT THIS COMPANY					

**READ CAREFULLY:** I understand and agree that in evaluating my application The Glacier Institute may perform such background investigations and secure such background reports as it deems advisable in its sole discretion, including the Department of Motor Vehicle reports designed to secure information regarding traffic violations. I further understand that The Glacier Institute may present a policy requiring periodic testing for use of illegal substances.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**BIG CREEK OUTDOOR EDUCATION CENTER  
AND  
GLACIER PARK FIELD CAMP**

**QUESTIONNAIRE**

**Please complete for the following job positions:  
Teacher/Naturalist, Assistant Program Director  
and Field Logistics Coordinator/Teaching Assistant**

**Please respond to the following questions on a separate sheet of paper.**

- 1) Explain your educational philosophy and how it relates to outdoor education. What are some of your "tricks of the trade" for working with groups in an outdoor setting?
- 2) Design a one day outdoor lesson plan on one of the following subjects: Fresh Water Ecology, Geology, Map and Compass, Wildlife Ecology or Group Challenges. Please be concise and give specific activities and examples.  
*(Please limit to one page front and back.)*
- 3) Explain what you would do in the following situation: You are "bringing up the rear" on a field trip for senior citizens. One of the participants is having chest pains and some difficulty breathing. You are about four miles from the road and the instructor who is leading the group is far ahead, out of sight and is not aware of the participant's problem.