



THE GLACIER INSTITUTE
BIG CREEK MANAGER POSITION DESCRIPTION

Position Title: Big Creek Program Manager
Reports To: Executive Director
Supervises: Assistant Program Manager, seasonal, part-time staff, and volunteers

I. Major Function: Under the direction of the Executive Director, the Big Creek Program Manager is responsible for the implementation of the Glacier Institute Mission and to support and facilitate the educational activities of the Glacier Institute by providing the facilities and services needed to support all aspects of non-advocacy outdoor education. This involves living on site on the historic Big Creek campus on the North Fork of the Flathead River from approximately March until November. Upon conclusion of field courses in summer season, the manager may be requested to operate out of the Glacier Institute main office for a portion of the year on a part-time basis. The Manager receives housing at the field site, but is responsible for his own housing during site closure.

II. Major Duties and Responsibilities

- A. To develop and continue a comprehensive set of established youth programs that will be taught on site and at locations in the Crown of the Continent Ecosystem
- B. Arrange and hire appropriate staff and develop and review necessary administrative materials for all aspects of running the Big Creek Outdoor Education Center and its programs
- C. Act as a liaison between the Flathead National Forest and the Institute
- D. Supervising the daily operations of the Big Creek Outdoor Education Center, including teaching, direct monitoring of the grounds, buildings, and equipment. Supervising the staff on housekeeping, responding to students' needs and problems, and taking reservations for future business
- E. To maintain the property and facilities in a clean, safe and healthy condition. Which includes;
 - 1. Supervising minor repairs and maintenance including ground maintenance
 - 2. Responsible that preventative maintenance routines for all buildings, fixtures, equipment, and other property are performed on a timely basis
 - 3. Obtaining the necessary supplies and equipment needed for upkeep and support requirements



- F. To insure that the facility meets all Federal, State, local government, and Glacier Institute's requirements in the areas of health, safety, sanitation, fire codes, water systems, guest and resident legal responsibilities, and all other legal regulations as they may apply to the facility.
- G. To operate the Big Creek Outdoor Education Center in a fiscally responsible, cost-effective, and efficient manner. The Manager shall endeavor to protect the investment of the organization. This requires:
 - 1. Maintaining the books and records of the Big Creek Outdoor Education Center in proper order for use by the bookkeeper
 - 2. In all financial matters, attempting to utilize the most cost-efficient methods applicable
 - 3. Cooperating with the Executive Director, bookkeeper and the Finance Committee in maintaining the budget for this facility
- H. Providing leadership and direction for seasonal employees, volunteers, students and chaperones.
- I. Maintaining communications and coordination with all Glacier Institute departments including the main office and Glacier Park Field Camp
- J. Representing Glacier Institute in the local community and maintaining excellent relations. This includes:
 - 1. Participating in community affairs such as the Chamber of Commerce and community events
 - 2. Maintaining good relations with business and community leaders
 - 3. Maintaining a good reputation in the local area as well as with the Flathead National Forest

Community affairs include relationships with the National Forest Service and the National Park Service as well as several County, State, and Federal Governments.

- K. Supervising, scheduling, coordinating, monitoring, and working on the continuing construction and improvements at the facility
- L. Working with the appropriate Glacier Institute staff to fulfill accommodations and other needs of school and adult groups
- M. Work on special projects as developed and assigned by the Executive Director and Office Administrator
- N. To work with the Executive Director and the Office Administrator to promote the use of Big Creek which may include advertising, promotion, and public relations duties



- O. Attending the various organizational meetings which are required, such as staff, budget, retreats, planning, board of directors and project-related meetings such as Facilities and Work Weekend
- P. Assisting with Marketing and Grant projects
- Q. Other duties as assigned by the Executive Director

III. Candidate Qualifications

A. Education

1. A degree in Environmental Education or a related field

B. Experience

1. Teaching and Curriculum development
2. Staff supervision
3. Staff training
4. Public relations
5. Fundraising and membership experience
6. Special event management experience
7. Food service experience
8. Preferably experience living and working in high altitudes and in severe winter conditions and remote areas
9. Preferably experience with building and facilities maintenance

C. Skills and abilities

1. Communications skills, written, oral, and computer
2. Good health – ability to lift and move large, heavy objects from time to time
3. Good physical condition – willingness to perform strenuous hikes with students in all weather conditions, drive 15-passenger van long distances
4. Personable – the director has to be able to meet and work with a wide range of people including students, researchers, staff, employees, business owners, government officials and donors.
5. Detail oriented
6. Current CPR Certification and the willingness to attain Wilderness First Responder Training if not previously certified
7. Flexible – the director should be able to adjust to conditions which sometimes change hourly
8. Honesty – the director will be responsible for G. I. funds, equipment, and property
9. Commitment to education, children and the National Forest System