

Glacier Institute Field Camp **Assistant Manager**



Since 1983, The Glacier Institute, a private 501(c) (3) nonprofit, has been providing hands-on, field-based education in some of nature's wildest places. Through a science-based approach to outdoor education, our participants leave better prepared to make informed and constructive decisions as empowered stewards. The Glacier Institute is looking to hire full-time, seasonal Teacher Naturalists for Field Camp located in Glacier National Park.

Our Field Camp site serves both youth and adult participants through our catalog courses, and custom programs. We are an all-inclusive site, which means we provide lodging, meals and transportation for most of our participants. Field Camp is located within Glacier National Park through the West Glacier entrance. Our campus is made up of sixteen buildings including a library/office, bathhouse, kitchen, classroom, staff cabins as well as student cabins. Some of our buildings are repurposed historic national park buildings and others are of more recent construction.

Job Summary:

Field Camp Assistant Manager is responsible for supporting the Manager with implementation of the Glacier Institute Mission as it applies to Field Camp. The Assistant Manager is responsible for monitoring, maintaining, and improving the quality of programs through conducting staff training, evaluations, and program development. The Assistant Manager is responsible for supporting the Manager with reviewing necessary administrative materials for all aspects of Field Camp. Along with the Teacher Naturalist, the Assistant Manager is responsible for teaching occasional environmental science classes to leading groups of varying ages and abilities on educational hikes to leading private groups on educational expeditions to all corners of Glacier National Park. The Assistant Manager is given training in basic naturalist skills as well as teaching techniques. The Assistant Manager will also have the opportunity to learn from expert Naturalists during our catalogue courses. The Field Camp Team rotates through a variety of other tasks including, but not limited to, cooking, cleaning and general site upkeep projects.

Start Date: May 4, 2020

End Date: October 9, 2020

*there is some flexibility in these dates, specific details will be discussed during the interview process

Compensation:

- Full room and board
- \$1,200 or DOE monthly stipend with the opportunity to earn performance based tips during custom and personalized programs.
- 2020 employee entrance pass into Glacier and Waterton National Parks.
- Friends and family discounts for all Glacier Institute courses (subject to availability).
- Participation in expert-led Glacier Institute catalog course as space permits.
- Professional development as a teacher, naturalist, chef, handyperson and more!

The Glacier Institute

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Responsibilities:

- To assist in providing leadership and direction for all seasonal employees and volunteers in maintaining excellent guest relations.
- Assist and support the program manager in developing and continuing a comprehensive set of adult programs that will be taught throughout the Crown of the Continent Ecosystem.
- To assist and support the program manager in developing and reviewing necessary administrative materials for all aspects of running the Field Camp and its programs.
- Work on special projects as developed and assigned by the program manager.
- Perform manager's duties when manager is absent.
- Report to program manager in coordinating logistics for daily operations, including guest safety, food procurement, meal preparation, transportation, camp cleaning and preparation for residential groups.
- Coordinate course logistics and assist expert instructors in conducting catalogue courses for guests.
- Lead naturalist hikes and teach outdoor education programs for custom groups, Personalized Educational Tours and other groups of both adults and children.
- Maintain a working knowledge of Crown of the Continent Ecology and current applicable science.
- Manage students' safety in unregulated outdoor environments by applying sound judgment, problem solving, and risk management skills. Glacier National Park boasts the highest density of grizzly bears in the lower 48 states, and staff should expect at least one bear encounter to occur. Bear spray and bear safety training will be provided.
- Administer and document first aid and appropriate emergency responses
- Safely operate 15 passenger vans/buses to transport students down rough dirt roads, up the highly technical Going-to-the-Sun road, and along highway corridors.
- Rotate cooking, cleaning and food preparation with other staff members as assigned by the Program Manager.
- Provide quality customer service to all Field Camp guests.
- Participate in site improvement projects as assigned by Program Manager (e.g. painting, staining, light-carpentry, rodent control, wood chopping, landscaping, etc.).
- Assist office staff and Program Manager with marketing efforts, community outreach, curriculum development, social media and other duties as assigned.
- Assist with Big Creek Outdoor Education Center programming when necessary.
- Represent The Glacier Institute and its mission and goals.

Minimum Qualifications:

- A Bachelor's degree OR equivalent experience with a thorough knowledge of comprehensive natural/environmental processes.

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- Past experience in a leadership position.
- Detail oriented.
- One season experience teaching outdoor education or similar programs. Demonstrate skills in developing and implementing outdoor education learning concepts.
- At least one year of experience working with people of all ages in a variety of circumstances.
- Self-motivated, able to work efficiently with little supervision and committed to high quality work.
- Valid driver's license with an excellent driving record to be insurable under The Glacier Institute automobile insurance policy.
- Current Wilderness First Aid/CPR certification through the contracted dates of employment.
- Ability to live on-site and in a small community with other employees.
- Ability to work long and flexible hours including evenings and holidays.
- Ability to lead participants on hikes up to 12 miles with up to 3,000 feet of elevation gain over steep, rocky, terrain.
- Experience operating large vehicles in off-road conditions (4x4 experience not required).
- Those with a working knowledge of the northern Rocky Mountain ecosystem will receive first consideration if other criteria have been satisfactorily met.

What to Expect:

- The average age of our staff is around 22-26 years old with very diverse backgrounds and personalities.
- As a Teacher Naturalist, you are first and foremost responsible for the safety and well-being of all guests. All of our operations occur in high-risk, unpredictable, remote, and unregulated wilderness conditions, which can pose a limitless set of challenges.
- Field Camp infrastructure is best described as rustic. However, we do have many modern amenities. All of our buildings have functioning electricity, each cabin is equipped with a plug in space heater, we are also equipped with limited wifi. We have running water in our bath house and kitchen.
- Because we all work, live, and recreate together in a remote setting, a strong bond quickly forms between staff. You will leave here with lifelong friends and connections.
- Because we all work, live, and recreate together in a remote setting, conflict will occur. As a staff, we will work early on to establish healthy communication and teamwork practices so we can all enjoy a positive, fun, and productive season! People (staff and students) will have different beliefs and habits than each other, and to be a successful member of our staff you must be respectful of diversity, empathetic, and open-minded.
- We have a rotating schedule with days off. We usually work five long (10-14 hour) days a week** and are always on the move. **During crunch weeks and/or staffing shortages

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staff may be scheduled for more than 5 days/week, advanced notice will be given if these circumstances occur.

- We work hard in exchange for unbelievable access to some of the wildest, most rugged, and most scenic landscapes in the U.S. Many past staff members have enjoyed mountaineering, backpacking, fly fishing, rafting/canoeing/kayaking, mushroom collecting, skiing (there's snow year round!), wildlife photography, catching a glimpse at the Northern Lights, and so much more.

The Glacier Institute provides equal employment opportunities to all individuals regardless of their race, color, creed, religion, gender, sexual orientation, national origin, disability, veteran status or any other characteristic protected by federal, state or local law.

TO APPLY! If this position sounds like the right fit, please submit a resume, 3 reference contacts, and a cover letter addressing the 3 questions below to careers@glacierinstitute.org and include the title of the position(s) you are applying for in your cover letter and subject line of your email. We look forward to reviewing your material!

Questionnaire:

Authenticity and honesty is what we ask for and what we will deliver in return. We are building a team, and in order for that team to have a safe and successful season, it is imperative that all candidates are transparent and candid during the hiring process. Disclosing a lack of experience but a willingness to learn is far more advantageous than fudging the truth. Be yourself.

- 1) What strong skill(s) (hobbies, job related, social, etc.) would you bring to Field Camp?
- 2) What subjects/activities are you passionate about teaching? Learning?
- 3) What excites you about the position? Why is this a good fit for you?

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