



## **Glacier Institute**

### **Big Creek Program Director**

Finding the right seasonal employment is a daunting task. You want to find a position that fulfills your goals, drives your career forward, and leaves you energized instead of drained. You risk wasting valuable time with a job that isn't fulfilling. We are seeking an individual that shares our mission to use education as the tool to connect people to the natural world. "You won't save what you don't love and you can't love what you don't know." - Jacques Cousteau.

We are hiring a **Program Director** for our Big Creek Outdoor Education Center located in Polebridge, MT

#### **Job Summary:**

Under the direction of the Director of Education, the Big Creek Program Director is responsible for the implementation of the Glacier Institute Mission as it applies to operations in the Flathead National Forest, including the Big Creek campus. This involves living on site at the Big Creek Outdoor Education Center.

**Start Date:** September 6th, 2021

#### **Compensation:**

- Salary range of \$1,900 - \$2,300 monthly
- On-site housing (and utilities) provided at Big Creek Outdoor Education Center
- 2021 employee entrance pass into Glacier and Waterton National Parks
- Friends and family discounts for all Glacier Institute catalog courses, as space/time permits

#### **Responsibilities:**

- Create a staff schedule for Big Creek.
- Develop and continue a comprehensive set of programs that will be taught throughout the Crown of the Continent Ecosystem in collaboration with the Director of Education, primarily focusing on youth programs.
- Participate in hiring seasonal staff with the Director of Education and Executive Director.
- Provide for excellent staff education in collaboration with the Director of Education and Executive Director and audit the effectiveness and accuracy of staff teachings throughout the year.
- Be the person in charge during emergency situations. Can assign tasks such as communications, etc..
- Conduct performance evaluations at the end of each season and provide regular feedback to staff, correcting issues where necessary.
- Act as a liaison between the USDA Forest Service and the Glacier Institute, this should include regular meetings with USDAFS staff.
- Supervise and perform daily operations of Big Creek Outdoor Education Center, including direct monitoring of the grounds, buildings, and equipment, working with the Assistant Director, responding to guests' needs and problems.

#### **The Glacier Institute**

• 320 Nucleus Ave • P.O. Box 1444 • Columbia Falls, MT 59912 •  
• Tel: (406) 755-1211 • [www.glacierinstitute.org](http://www.glacierinstitute.org) • register@glacierinstitute.org •



- To maintain the property and facilities in a clean, safe, and healthy condition. Which includes:
  - Doing minor repairs and maintenance including grounds maintenance.
  - Performing preventative maintenance routines for all buildings, fixtures, equipment, vehicles, and other property.
  - Obtaining the necessary supplies and equipment needed for upkeep and support requirements.
  - Facilitating annual start-up in the Spring and shut-down in the Fall.
- To ensure the facility meets all Federal, State, and local government requirements in the areas of health, safety, sanitation, fire codes, water systems, guest and resident legal responsibilities, and all other legal regulations as may apply to the facility as stated in our collaborative agreement
- with the USDA Forest Service
- To operate Big Creek in a fiscally responsible, cost-effective, and efficient manner. The Program Director shall endeavor to protect the investment of the organization. This requires:
  - Maintaining a record of annual expenses for the Big Creek facility and staff.
  - In all financial matters, attempting to utilize the most cost-efficient methods applicable. Any purchases outside of normal operating costs (groceries, fuel, TP, etc.) will require authorization by the Executive Director or Director of Education.
  - Cooperating with the Executive Director, bookkeeper and the Finance Committee, developing the annual budget for this facility and maintaining it.
- Providing leadership and direction for all seasonal employees, interns, and volunteers in order to maintain excellent guest relations.
- Maintaining communications and coordination with all Glacier Institute departments including the main office and Field Camp.
- Representing the Glacier Institute in the local community and maintaining excellent relations with the public, our government partners, and community business partners.
- In collaboration with the Director of Education, ensure that all guests and groups have what they need before they arrive.
- Assist in providing marketing materials and ideas for the marketing team.
- Attending the various organizational meetings which are required, such as staff, budget, retreats, planning, board of directors and project-related meetings.
- All other duties as assigned.

**Candidate Qualifications:**

- Education
  - A degree in Environmental Education or related field
- Experience
  - Curriculum development
  - Staff supervision
  - Staff training
  - Public relations
  - Preferably experience living and working in high altitudes and in severe winter conditions and remote areas

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- Skills and abilities
  - Communications skills, written, oral, and computer
  - Good health – ability to lift and move large, heavy objects from time to time, not to exceed 50 lbs.
  - Good physical condition – ability to willingness to perform strenuous hikes with students in all weather conditions, drive 15-passenger van long distances, sometimes up to 400 miles per day
  - Personable – the director has to be able to meet and work with a wide range of people including guests, researchers, staff, employees, business owners, and government officials
  - Detail oriented
  - Willingness to attain Wilderness First Aid Training/CPR if not previously certified
  - Willingness to attain Montana ServSafe Certification if not previously certified
  - Flexible – the director should be able to adjust to conditions which sometimes change hourly
  - Honesty – the director will be responsible for Glacier Institute funds, equipment, and property

**TO APPLY:**

If this position sounds like the right fit, please submit a resume, contact information for 3 references, and a cover letter to [garrett@glacierinstitute.org](mailto:garrett@glacierinstitute.org)

We look forward to reviewing your material!

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

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