



Job Description

Position Title: Site Supervisor
Reports to: Director of Operations
Supervises: Kitchen Specialist, Camp Host
Pay Rate: \$16 / hr plus compensation listed below
Term: Big Creek (February 27th, 2023 - October 1st, 2023)
Field Camp (April 17th, 2023 - October 1st, 2023)

I. Major Function: Under the direction of the Director of Operations, the Site Supervisor is responsible for all things at their assigned campus. We are looking for Site Supervisors for both our Field Camp (Adult) and Big Creek (Youth) Campuses. This position will be required to live onsite and handle the daily operations of their designated site. The Glacier Institute specializes in place-based, hands-on learning of the natural sciences and cultural history, and site supervisors are an integral part of ensuring that we achieve our mission.

II. Major Duties and Responsibilities:

- A. Handle the respective site schedule
- B. Coordinate any maintenance with the appropriate responders (NPS at Field Camp, USFW/GI for Big Creek)
- C. Take the lead on food procurement for the kitchen and approving the menu.
- D. Ensure kitchen & camp duties are covered weekly.
- E. Administer and document first aid and appropriate emergency responses on site.
- F. Maintain a safe and presentable site that is welcoming for all participants.
- G. Safely operate 15 passenger vans/buses when needed.
- H. Provide quality customer service to all guests.
- I. Display confidence and comfort working in adverse environmental conditions (snow, rain, 0°F - 100°F temperatures, mosquitoes/ticks, hazardous wildlife, etc.).
- J. Supervise the onsite Kitchen Specialist and Camp Host.
- K. Represent the Glacier Institute in its mission and goals.
- L. All other duties as assigned.

III. Candidate Qualifications:

- A. Education
 - 1. A Bachelor's degree OR equivalent experience with a thorough knowledge of site needs and maintenance diagnosis.
- B. Experience



1. Property manager experience *preferred*.
- C. Skills and abilities
1. Exceptional communication skills
 2. Detail oriented
 3. Valid driver's license with an insurable driving record.
 4. Ability to carry loads up to 50 pounds.
 5. Self-motivated with the ability to efficiently work independently with little instruction or supervision.
 6. Ability to work and live in remote, off-grid locations with limited cell-phone service or immediate emergency services.
- IV. Compensation:
- A. On-site housing and food for employees is provided at no cost.
 - B. 2023 Employee entrance pass into Glacier and Waterton National Parks.
 - C. Gear access through local partnerships - some items provided at no cost. This is more than your average pro deal (but we get those too!).
 - D. 5 days of paid leave
 - E. Participation in expert-led Glacier Institute catalog course as space permits.
 - F. Friends and family discounts for all Glacier Institute courses (subject to availability).
 - G. \$16 hourly (approximately \$2500 monthly) with a flexible, sustainable schedule.

To Apply:

If this position sounds like the right fit, please submit a resume, contact information for 3 references, and a cover letter to: dawn@glacierinstitute.org

We look forward to reviewing your materials!