

Job Description – Wilderness/Environmental Education Director



Flathead Lutheran Bible Camp, Kalispell, MT
Classification: Year-Round, Exempt
Responsible to: Executive Director

Mission statement: To experience Christ's grace through Meaningful relationships, shared adventures and purposeful service.

This written Job Description for the position of Wilderness/EE Director shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

Wilderness programs primarily happen in the summer, with planning year round.
Environmental Education (EE) programs primarily happen in the fall, winter, and spring.

The Wilderness/EE Director Essential Job Functions include:

- Oversight and management of all Offsite and Wilderness programs. (Glacier Wilderness, Sr. high, Servant events, work with Program Director/program leaders in overseeing Jr. High onsite adventure, Adventure retreats, etc.) from inception through completion. This includes planning, safety, marketing, strategy, logistics, staffing and staff training, and follow up evaluations and working with the office for statistics, record keeping, and billing. Programs include backpacking, sailing, kayaking, canoeing, rock climbing, rafting, wilderness adventure, custom design, servant trips, ski retreats, as well as other possibilities.
- Market the environmental education program to schools/teachers, finding new ways to market and advertise the program.
- Train FLBC staff to teach the EE curriculum and the wilderness curriculum, hiring additional part time/seasonal staff as necessary.
- Work with Development Coordinator to seek funding opportunities for Environmental education.
- Work with teachers to plan and implement excellent EE programs.
- Continue to update EE curriculum for our onsite school groups.
- Primary staff person to oversee ACA, working to get accredited, and follow the ACA standards of operation.
- Maintain all records and reports for the Forest Service.
- Oversee all equipment for offsite/GW programs/EE programs.
- Maintain and grow our onsite interpretive EE resources for all camp staff, visitors and guests.

- Keep all Forest Service permits up to date.
- Coordinate vehicle logistics and assignments for the summer.
- Work with Food Service Coordinator on menus, amounts, and costs for GW food.
- Work with the Maintenance Coordinator for safety and care of vehicles needed for off-site trips, seeing that tires, oil changes, etc. are scheduled and done.
- Oversight of all water craft (motor boats, sail boats, SUPS, canoes, Kayaks, paddle boats, slide, docks, and other water toys that are added, etc.).
- Oversight and management of the high and low ropes courses including maintenance, safety, and arranging for staff training, and certification, inspections of trees and course through a PVM of the ACCT.
- Recruit year-round community staff and summer staff, along with other administrative staff.
- Work with the community staff to assist with retreats, cleaning, maintenance, development, PR, food service, recruitment, church visits, the Outreach Program.
- Work to help develop new programs, including but not limited to off-site, Glacier Wilderness, J-Term programs, adult adventure trips, etc.
- Oversee registration of Glacier Wilderness groups, working closely with the office coordinator for booking and billing.
- Assist with cleaning, maintenance, food service, marketing.
- Attend regular staff meetings, and other meetings assigned.
- Other jobs and task as assigned by the Directors.

Qualifications:

- Affirm basic Lutheran Christian faith and live within its values.
- College Graduate.
- Experience in outdoor/youth ministry.
- Ability to work with and teach people of all ages.
- Have a working understanding of relational ministry, and an ability to work collaboratively with other staff.
- Experience/knowledge in sailing, rock climbing, ropes courses, rafting, backpacking preferred
- Effective communication skills: written, verbal and computer.
- Ability to make the programs Christ centered, environmentally sound, and FUN!
- An understanding of the fact that safety is the first consideration in all activities, thus continuous education in safety, and first aid.
- Knowledge, education and experience in Wilderness programs preferred
- Wilderness First Responder or similar emergency first aid training preferred

- Knowledge, education, and experience in Environmental Education with School groups preferred.

To apply send a resume to: Margie@flbc.net by August 30th, 2021

Position to begin October 1st, 2021, or when position is filled

Salary and benefits: On-site housing, salary to be determined based on experience, insurance benefit