

Job Description – Wilderness/Operations Director 2024-2025

Flathead Lutheran Bible Camp, Kalispell, MT
Classification: Year-Round Salaried-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/Operations Director shall govern in accordance with the employee's individual employment agreement and the Flathead Lutheran Bible Camp Employee Handbook.

The Wilderness/Operations 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.
- Work with staff to follow all ACA standards of operation.
- Maintain all records and reports for the Forest Service/keep permits up to date
- Oversee all equipment for offsite/GW programs/on site
- Coordinate vehicle logistics and assignments for the summer, and training drivers
- Work with Food Service Director to see that all janitorial supplies are ordered in a timely manner, and that they are being used appropriately and effectively.
- Work with Food Service Director and ED on menus, amounts, and cost accounting
- Work with the Maintenance Director for safety and care of vehicles, 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, water trampoline and other water toys that are added, etc.) And recording maintenance log on these items.

- Work with summer support staff, assigning and oversight of projects
- Oversight and management of the high and low ropes courses including maintenance, safety, record keeping, and arranging for staff training, and certification through a PVM of the ACCT.
- Recruit year-round community staff and summer staff, with the Program Director
- Organize and lead or delegate daily check ins and weekly staff meetings
- Work with the staff to assist with retreats, cleaning, maintenance, fund raising, grant writing, PR, food service, recruitment, church visits, the Outreach Program, Env. Ed, day camps, summer programs especially outpost camps
- Approve and submit weekly pay roll for year round and summer staff
- Work to help develop new programs, including but not limited to off-site, Glacier Wilderness, J-Term programs, adult adventure trips, day offerings etc.
- Oversee registration of Glacier Wilderness and Environmental Education groups, working closely with the Registrar for booking and billing.
- Work with staff to market GW, EE and other programs
- Oversee Memorial Day Work Weekend, Labor Day work weekend, and other volunteer work groups, working with Maintenance Director to plan projects, secure materials, organize, assist with programming and hospitality of the groups. Work alongside the groups as time allows.
- Attend regular staff meetings, and other meetings assigned; offering a monthly year round staff worship
- Plus other jobs and task as assigned

Qualifications:

- A heart for the Gospel
- Affirm basic Lutheran Christian faith and live within its values
- College Graduate (bachelor's degree minimum)
- 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
- Commitment to Christian teaching/Lutheran theology
- 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.
- Preference given to certifications in high ropes, sailing, rock climbing, white water rafting, archery, CDL, First Aid, Life guarding etc. and or a willingness to take courses in these program elements
- A fun loving spirit! It takes a sense of humor and a lot of grace!!

The Wilderness/Operations Director will:

- Exhibit professionalism, cordiality, and excellent communication skills at all times
- Display congeniality toward management, coworkers, volunteers, campers, guests, prospective patrons, and the community at large
- Comply with all employment policies and procedures, including the Flathead Lutheran Bible Camp Employee Handbook

This position is open immediately, and will close when position is filled.

Salary is based on experience. Plus, Health and retirement benefits.

Please send Resume to: Margie@flbc.net

IMK review 3-5-24