



POSITION: Wilderness Program Manager

REPORTS TO: Program Director

OVERVIEW: This is a year-round, salaried position with seasonal shifts in responsibilities and work hours. During the summer program season (April 1 – Oct 15), the WPM is the primary manager for all field instructors and course functions, often working long hours at the MWS base or in the field to support programming. The offseason (Oct 16 – March 31) is more flexible, with the option to work 75% remotely with good communication with the Program Director.

OBJECTIVE: Individuals interested in joining MWS should possess experience working with outdoor education programs. Ideal candidates for the MWS Wilderness Program Manager position have strong organizational and leadership skills, and are independently motivated to work long hours on their own and supervising other staff.

REQUIRED QUALIFICATIONS:

- Wilderness First Responder (minimum 72 hour course) and CPR certifications
- Valid driver's license. Acceptable driving record and an acceptable criminal history, as verified through pre-hire driving record and criminal background checks
- Willingness to model MWS's Mission and Values
- Experience safely and effectively lead staff and students through difficult terrain, in challenging/changing weather conditions, for up to three weeks at a time
- Two or more seasons (100+ Field Days) of experience leading groups of students in the backcountry
- Ability to carry up to 70 lbs. in rugged terrain for 10+ hours a day
- Competency with a variety of backpacking and camp craft skills
- Experience building and facilitating curricular and programmatic goals; able to build a progressive expedition curriculum for students
- A commitment to conserving wild places

DESIRED QUALIFICATIONS:

- Applicants 25 years of age or older preferred
- Personal dedication to exploring and enjoying wild spaces

KNOWLEDGE, SKILLS, and ABILITIES

- *Education and Leadership*
 - Experience working with or instructing high school youth
 - Experience working with underserved youth
 - Experience teaching technical paddling skills
 - Experience working effectively with people from diverse backgrounds
 - Ability to organize and effectively teach engaging lessons to multiple learning styles
 - Ability to motivate others to accomplish goals
 - Ability to provide and receive constructive feedback
 - Strong written & verbal communication skills

- *Risk Management*
 - Ability to comprehensively assess, manage and respond to complex and interacting risks while on expedition
 - An understanding of the social, psychological, and physical challenges students face in wilderness settings
 - Ability to teach staff and students about risk and provide them with tools for how to mitigate and balance risks in the wilderness setting, with a broad goal of transferring this risk assessment ownership to the students
- *Technical*

MWS is seeking a Program Manager who has extensive outdoor technical skills. Someone who enjoys and is comfortable in remote outdoor settings for extended periods of time. Leadership Staff should possess strong backcountry cooking, camping, and backpacking skills. You will be asked to submit a technical log (downloadable [here](#)).

Fall – Spring (mid-Oct thru March)	Weekly schedule of 12 hrs/\$300
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During the offseason, the WPM is responsible for making preparations for the upcoming field season, and for refining MWS systems to enhance the student and staff experience.

Responsibilities include

- *Work with the Program Director (PD)*
 - Create additional program curricula and update existing lessons
 - Update and refine the two MWS Field Instructor Manuals (BELCH & GULO)
 - Update and edit key MWS Policies, Procedures, and Guidelines
 - Keep current all field documents/incident documentation paperwork
 - Capture incident/near miss report data to refine MWS risk management plans
 - Update, edit, and format the Course Area Guides or CAGs
 - Assist with the permitting process (map making, paperwork preparation)
 - Plan for the upcoming program season (course logistics, calendar, locations)
 - Refine the on-call system for supervisors (process for trades, documentation, structure)
- *Contract Courses*
 - Cultivate new partner relationships to expand the contract course program
 - Work with all current contract partners to coordinate the 2024 programming
 - Lead Zoom calls with the partnering organizations.
 - Edit/Update the contract applications, admission policies, etc.
 - Coordinate and assist with the management of the enrollment process.
- *Hiring & Training*
 - Edit and update Field Instructor job descriptions with support from the PD
 - With the PD, manage hiring for seasonal instructor roles (hold interviews, post open jobs widely to job boards, etc.)
 - Work with PD to update and refine staff feedback or evaluation forms

- *Work with Operations Manager (OM)*
 - Repair and allocate equipment
 - Update Operations systems
 - Create an intern progression, interview candidates, and hire intern(s)
- *Miscellaneous*
 - Manage MWS pro-deal accounts for staff
 - Organize the program section of the MWS Cloud Drive
 - Participate in student and community outreach efforts as needed, supporting the MWS Outreach team to build relationships with students around Montana
 - Participate in fundraising efforts as needed

Summer Season (April thru mid-October)	Weekly schedule of 40-70 hrs/\$1140
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During the program season, the WPM manages all field instructors and the day-to-day flow of expedition events. Working with the Operations Manager, the WPM facilitates all expedition launches/landings, resupplies, and other course events. The WPM will work as an 'Expedition Wrangler' (course supervisor) for assigned courses and is expected to support other ongoing programming while on call for their assigned course. The Wilderness Program Manager is expected to be on-call and to facilitate field evacuations when necessary.

Responsibilities include:

Field Staff/Wrangler/Intern Trainer

- Plan and facilitate a one-week, all-staff training with support from PD
- Coordinate and collaborate other staff trainers to ensure staff training objectives are met
- Work with field staff members who need additional technical or educational training before they go into the field
- Set up technical training days for Interns and Assistant Field Instructors
- Plan 2 seasonal trainings for the summer, 1 hour in length
- Plan and facilitate a one-week, all-staff training with support from PD
- Plan and facilitate a one-day course supervisor (Expedition Wrangler) training with support from the PD
- Work with Operations Manager (OM) to run the Intern Program

Expedition Wrangler

- Brief and advise field staff on prep days, lead expedition prep
- Primary course supervisor for expeditions in the field
- Facilitate expedition launches and landings
- Primary response to incidents in the field/field emergencies
- Primary on-call for the assigned expedition: 24 hours a day throughout the expedition
- Support professional development for each field staff member
- Facilitate course drop off/pick up, resupplies, and field visits as necessary
- In the event of field staff illness or injury, the EW will be the fill-in field instructor assuming all duties and responsibilities thereof
- Expedition technical skill support (peak climb or whitewater paddle day)
- Track and report expenses to Directors to stay within the expedition budget

- Facilitate the cleaning and repair of equipment during and after de-issue
- Lead thoughtful expedition debriefs aimed at collecting staff feedback and refining expedition logistics

Wilderness Program Manager

- Directly supervise field staff, ensuring proper on-boarding of supervisors and supporting each employee's progression and professional development goals. Mediate interpersonal conflicts as they arise.
- Seek and assess feedback from field staff and students throughout the operating season
- Mediate staff conflicts, involving the PD as needed
- Communicate openly at all times with the Program Director and Operations Manager about calendar planning, personal availability, needs, potential logistical issues, and the overall status of program operations throughout the season
- Understand the professional development goals of each staff member, and create appropriate progressions/modify staffing as needed
- Work with the Operations Manager and Admissions Manager to schedule all 'out-of-field' logistics support shifts/personnel (Student supervision, Operations support days, etc.)

OTHER REQUIREMENTS

- A criminal background check is required from all MWS employees
- Copy of a valid Driver's License and another valid form of ID (Passport or Green Card/Social Security card)

CONTRACT TERMS & DURATION

This is a year-round position with part-time work (avg 12 hrs/week) mid-October – March, and full-time work (40-70 hrs/week) April – mid-October. This position is exempt from overtime.

NOTE regarding Summer Season: Because this position requires on-call shifts and occasional overnight supervision of students in the summer, it does not accommodate a M-F, 8-5 schedule. More akin to a guide or outdoor educator schedule, the WPM schedule will be dependent on field course needs. Time off must be approved by the Program Director, and WPM may not always have two days off in a week, nor consecutive days off when two days are available. The on-call period of this position is approximately May 20 through September 20.

WORKING CONDITIONS AND LOCATION

This position is expected to work at the MWS office for certain days and times each week, including Mondays for weekly Admin meetings and another weekday for Program meetings. This can be discussed with the Program Director and depends on employee preference and other life/work obligations. There is flexibility within this job position to work out of the office with good communication between the MWS Program Director and the MWS Outreach Team.

COMPENSATION (full package with benefits ~\$42,000)

- Salary and Benefits totaling \$42,240 (\$600 off season, \$2,280 summer; paid bi-weekly)
- 150 hours of PTO; split evenly between the summer and off-season periods (vacation days must be approved by the Program Director in advance)

- Paid holidays (prorated as 2 hours/holiday during the offseason; 8 hours/holiday during the summer season)
 - New Year's Day
 - Martin Luther King Jr Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Indigenous Peoples Day
 - Veterans Day
 - Thanksgiving + Day After
 - Christmas + Day After
- Benefits available
 - 100% employer-paid monthly premium for health care coverage – *effective April 1*
 - 100% employer-paid Life/Accident/Disability/Vision/Dental – *effective April 1*
 - 100% employer-paid Employment Assistance Program (EAP) – *effective immediately*

How to Apply

Please submit a cover letter addressing why you are interested in this position and how you are qualified, in addition to a resume or CV, via email to hiring@montanawildernessschool.org with WPM in the subject line.

This position will remain open until filled, with a goal of Dec 1, 2023.