POSITION: Operations Manager

REPORTS TO: Program Director

OVERVIEW: The Operations Manager (OM) oversees the extensive food, supplies, gear, and equipment needs for MWS's Youth Wilderness Program. This includes facilitating course starts and ends; planning, ordering, and preparing food rations; managing equipment inventories; The OM supervises field/operations interns and logistics support staff during the program operations season.

OBJECTIVE: Individuals interested in joining MWS should possess experience working with outdoor education programs. Ideal candidates for the MWS Operations 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
- Experience managing extensive details, both in person and online,
- Ability to carry up to 60 lbs. at least 25% of the workday
- Ability to work on feet most days, often for long hours
- Competency in Microsoft Word and Excel, and Google Drive
- Willingness to model MWS's Mission and Values
- A commitment to conserving wild places

DESIRED QUALIFICATIONS:
- Applicants 25 years of age or older preferred
- Outdoor education or outfitting experience
- Leadership/supervisory experience
- Personal dedication to exploring and enjoying wild spaces

KNOWLEDGE, SKILLS, and ABILITIES
- *Education and Leadership*
  - Experience working with or instructing youth 14 to 18
  - Experience working effectively with people from diverse backgrounds
  - Ability to motivate others to accomplish goals
  - Ability to provide and receive constructive feedback
  - Strong written and 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

● *Technical*
MWS is seeking an Operations Manager who has outdoor technical skills. Someone who enjoys and is comfortable in remote outdoor settings for extended periods of time. The Operations Manager should possess backcountry cooking, camping, and backpacking skills.

RESPONSIBILTIES
- *Program Meals*
  - Plan, purchase, and organize program meals for staff training and the full expedition season—both open enrollment and contract courses—using MWS's menu model
  - Continue developing and refining the MWS backcountry menu
  - Establish and maintain positive relationships with food vendors
  - Track meals/inventory food, ensuring sufficient quantities are on hand to meet course needs while meeting budgetary constraints
  - Maintain MWS kitchen in a hygienic and functional condition

- *Program Gear and Equipment*
  - Maintain all program gear and equipment, repairing and replacing as needed (includes familiarity with equipment and anticipation of repair needs)
  - Establish and maintain positive relationships with gear/equipment vendors
  - Track meals/inventory food, ensuring sufficient quantities are on hand to meet course needs while meeting budgetary constraints

- *Basecamp*
  - Maintain rations and equipment paperwork and any other computer systems needed to ration and equip courses efficiently
  - Track and report expenses within budget and communicate with Executive Director
  - Brief/debrief and advise field staff on rations and equipment during prep days
  - Help supervise students and assist field staff on rations and equipment during issue and de-issue days
  - Facilitate the cleaning and repair of all equipment during and after de-issue
  - Seek operations feedback from field staff and students throughout the operating season
  - Oversee logistics systems—food/gear/vehicles
  - Maintain and clean facility and vehicles as needed (includes assigning cleaning and organization to other Operations and Field Staff personnel
  - Maintain safe, clean, and orderly rations and equipment areas

- *With Wilderness Program Manager (and Program Director as needed)*
  - Hire, train, manage and mentor interns, including creating educational experiences both in and out of the field
  - Assign work to and manage logistics coordinators and other people assisting with operations
  - Support both front- and back-end wrangler and staff training preparation and facilitation
  - Facilitate, support, and participate in field staff training prior to season
  - Assist with course transportation and help facilitate resupplies
  - Monitor and maintain vehicle and trailer use and maintenance needs
  - Orient and debrief course leads on logistics/operations

- o Help facilitate and participate in expedition launches
- o Plan for and prepare in-town meals for staff during pre-season staff training
- o Coordinate equipment and food for end-of-season staff celebration
- o Support and participate in emergency procedures and evacuations, including acting as On-Call person when Evacuation Team is in the field
- o Assist with creating curriculum, and editing and revisions of program manuals

- ● *Miscellaneous*
  - ○ Manage all the MWS pro-deal accounts for staff
  - ○ Organize the program section of the MWS Cloud Drive
  - ○ Participate in student & community outreach efforts as needed, supporting the MWS Outreach team to build relationships with students around Montana

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 full-time, seasonal position working 40-55 hrs/week from March – October. The OM schedule will be dependent on field course needs. Time off must be approved by the Program Director, and, while the OM will generally have two days off per week, days may not always be consecutive. OM may sometimes be required to take an On-Call shift when the WPM is otherwise committed or away. This position is exempt from overtime.

WORKING CONDITIONS AND LOCATION
This position is based out of the Montana Wilderness School's office in Belgrade, Montana, 30 minutes north of Bozeman.

COMPENSATION
- ● Salary and Benefits totaling $34,240 ($1,930 paid bi-weekly)
- ● 120 hours of PTO (vacation days must be approved by the Program Director in advance)
- ● Paid holidays
  - o Memorial Day
  - o Independence Day
  - o Labor Day
  - o Indigenous Peoples Day

- ● Benefits available
  - o 100% employer-paid monthly premium for health care coverage
  - o 100% employer-paid Life/Accident/Disability/Vision/Dental
  - o 100% employer-paid Employment Assistance Program (EAP)

How to Apply
Please submit a cover letter addressing why you are interested in this position and how you are qualified, and a resume or CV, via email to hiring@montanawildernessschool.org with OM in

the subject line.

This position will remain open until filled, with a goal of Feb 1, 2024.

HOW TO APPLY:

Send Cover Letter and Resume/CV to hiring@montanawildernessschool.org (questions about the application process can be sent to this email as well).

Application <u>should include responses</u> to the following questions (please keep answers short; 1-2 paragraphs each)
1. What experience do you have as a student, staff member, or administrator in outdoor education? Please explain.
2. Describe in 1-2 paragraphs your experience working with people different than you.
3. The Operations Manager position is one that works directly with MWS staff, but also works alone for periods of time. Please share your experiences and preferences for working with a team and independently.
4. Please describe a time that you created a new system in the workplace to systematize a repeatable task. It could be an improved way of communication, a form or spreadsheet, or any other creative way to simplify a task.
5. What other skill sets and interests do you have to bring to MWS that aren't already in this job description? What would be of interest if you had hours available each week?