



POSITION: Field and Operations Intern 2018

REPORTS TO: Operations Manager

JOB OBJECTIVE: The Intern will support the MWS operations system and participate in 21-25 total field days as part of the instructor team, and on staff training.

The intern will support the food and equipment systems at Montana Wilderness School, including purchasing packing and inventory. They will participate in course start and end days, as well as course transportation.

The intern will participate in the field as part of the instructor team during which the intern will learn how to lead inexperienced 14 through 18-year-old students on backpacking and paddling expeditions. The intern will assist in the facilitation of classes and activities to achieve the curricular goals of MWS expeditions and make decisions in the field that reflect MWS' programmatic goals.

The intern will be assigned to focus on either paddling or mountaineering technical skills and will receive additional mentorship days on these skills, as well as educational mentorship.

The intern will receive ongoing assistance and guidance from the Operations Manager.

RESPONSIBILITIES:

Operation Support Responsibilities:

- Maintain safe, clean and orderly rations and equipment areas at base
- Perform gear/equipment repair
- Maintain ration bagging and storage areas in a hygienic and functional condition
- Learn about equipment inventory
- Help supervise students and assist field staff on rations and equipment during course prep, start and end days
- Assist in driving groups to trailheads and help facilitate resupplies
- Seek and read feedback from field staff and students throughout the operating season
- Purchase and pack food
- Assist in planning for food purchase
- Help brainstorm food inventory system improvements
- Participate in expedition launches
- (Optional) Participate with the MWS evacuation team and support emergency procedures and evacuations

Other:

- Cache oversight: organization and management
- Perform maintenance and cleaning duties (facility and vehicles) as needed
- Other duties as assigned by the Operations Manager

Field Support Responsibilities:

- Support the lead and assistant instructors to comprehensively and effectively evaluate and manage risk on the expedition
- Follow MWS emergency procedures in the event of an injury, illness or emergency while on an expedition
- Follow all MWS field guidelines and procedures
- Participate and assist in course start equipment and food packing for staff and students as well as the course end equipment de-issue and cleaning process
- Maintain a supportive and productive learning environment for MWS students
- Oversee and manage all MWS equipment while in the field, ensuring it is well taken care of

- Maintain/develop a positive professional relationship with instructor team

Other:

- Share driving responsibility to/from field
- Give clear feedback for mentorship process between intern and instructors

QUALIFICATIONS:

- Experience with expeditionary/field ration processes and backcountry nutrition preferred
- Experience as a backcountry guide/instructor or group leader preferred; Ability to take care of self overnight in the field is needed
- A strong desire to work for a start-up and learn about its operational systems and educational goals.
- Ability to plan working days/hours and time off well in advance with the Operations Manager
- The intern will sometimes work long days, and work days will change week-to-week: flexibility in scheduling is required
- Ability to work safely and efficiently without direct supervision
- Proven ability to work effectively and communicate clearly with different personalities/backgrounds
- Excellent driving record required; The intern must be comfortable driving long distances and dealing with unforeseen vehicle issues (sometimes alone)
- Experience driving a passenger van is preferred
- Understanding of how to use maps and orient oneself is necessary
- Ability to carry a 45-70 lb. backpack in rugged terrain for up to 10+ hours a day.
- Experience working with or instructing high school youth
- An understanding of the social, psychological, and physical challenges of a student group traveling in the wilderness
- Familiarity with Mac computers, Word and Excel preferred
- Promote a commitment to the conservation of wild places and personal dedication exploring and enjoying the wilderness
- Excellent physical condition; the intern is required to have the fitness level and endurance to safely and effectively travel through difficult terrain in challenging weather with students
- Competency with backpacking and camp craft skills

OTHER REQUIREMENTS:

- A criminal background check is required from all MWS employees
- Applicants must have Wilderness First Responder (minimum 72-hour course) and CPR certifications.
- Applicants must be at least 21 years of age by the position start date and possess a valid driver's license as well as a clean driving record.

CONTRACT TERMS & DURATION: This is a part time position (about 25 hours/week), starting May 21, 2018 and lasting through August 31, 2018. Time/days off will not necessarily fall during weekends. The intern is expected to attend staff training which is full-time from May 21st-June 1st.

COMPENSATION: This is a stipend position, paid \$3,000 for the 15-week contract, paid bi-weekly.

WORK LOCATION: This position is based out of the Montana Wilderness School's office in Bozeman, MT. MWS will not provide lodging for this position.

CLOSING DATE FOR APPLICATIONS: The position will remain open until filled.

HOW TO APPLY: Send cover letter and resume to: nicki@montanawildernessschool.org
Feel free to email or call if you have any questions (406. 522.1525).