

Frontier Lodge



Hello,

Thank you for your interest in the Site Assistant role at Frontier Lodge.

Frontier Lodge is in an exciting place to be. In a normal year, we have stable finances, highly satisfied groups who return year after year, a talented staff team and clear direction. We live, work, and play in the Rocky Mountains near Nordegg, Alberta which is right in between Banff and Jasper national parks. And, most importantly, we get to love, host, inspire, and challenge participants towards the one true God.

We are a year-round Christian Outdoor Adventure Center and are aspiring to be the very best at providing “well facilitated, transformational, outdoor adventures.” Our calling is that through providing excellent adventure and hospitality we can “inspire people to experience and know the Goodness of God.”

Our team is currently in need of a Full Time – Site Assistant. This position, alongside the Site Lead will provide direction to, and implementation of the various maintenance programs around the facility. They will join a team that collaborates with other staff at Frontier Lodge to accomplish Frontier Lodge’s core purpose and mission. The desire is to have a long standing team member committed to serving the LORD and growing in their own spiritual life, ministry at Frontier and maintenance/trades skills.

This position is ideally suited for someone who likes to work collaboratively as much as they do on their own. Proactivity, adaptability, and prioritization are all essential skills of the role. The successful candidate should enjoy multiple facets of work life from the hands on work to the pre planning and preparation that a good maintenance program consists of. This role, along with the Site Lead carry out many essential tasks to have our ministry running smoothly.

We are a growing organization, and this role will be dynamic, challenging and rewarding for the right individual. The right person might have a background in trades, farm work, or just general experience working with their hands. There is no one “right” individual for this position, but the right individual will certainly be passionate about Frontier Lodge and how the site care connects to the big picture of our ministry.

We believe we are called to important Kingdom work.

Would you consider joining us?

Sincerely,

Mac Vidal
Executive Director

Site Assistant



Reports to: Executive Director; Indirect Report: Site Lead & Director of Ministries

Areas that that fall under the Site/Maintenance Category:

- Septic
- Power
- Propane/Heat (includes wood)
- Water
- Vehicles
- Grounds
- General building repair and upgrade
 - Construction
 - Plumbing
 - Electrical
 - Etc.
- Fire Safety/Suppression

Key responsibilities include:

Frontier Lodge as a whole:

- Share the love of Christ through 'you belong here, hospitality' with each and every individual they come into contact with
- Mentor, encourage and coach other maintenance staff and broader community
- Be committed to developing their personal relationship with Jesus
- Participate in the missional community of Frontier Lodge where Christ is our standard and hope

Maintenance Specific:

- Work alongside the Site Lead and team to maintain many aspects of Frontier Lodge's site
- Includes use of hand tools, operation of power tools and equipment such as shovels, chainsaws, skid steers, and vehicles etc.
- Participate in the planning, developing and implementation of the maintenance program alongside the Site Lead. Key responsibilities could include overseeing some of the below list in agreement with the Site Lead and Executive Director. See list below:
 - Vehicle insurance and maintenance schedule. Maintaining CVIP Program
 - Annual building maintenance. (furnaces/heating systems, fridges, water etc)
 - Garbage and Recycling program
 - Stocking workshop material and carrying out supply runs to town
 - Training other staff into maintenance programs
 - Landscaping. yard care and snow removal program

Other:

- Works towards being a field leader in few of Frontier Lodge's outdoor programs
- Participates in special events and programs throughout the year as requested by supervisors



Qualification and Experience:

- Spiritual maturity and a desire to grow in relationship with Jesus Christ
- Experience in other ministries/centers, such as: youth groups, summer camps, bible schools or wilderness Christian camps
- Experience working within a team or as a part of a group
- Trades work training or experience in any or all of the following:
 - Plumbing
 - Electrical
 - Welding
 - Mechanics
 - General construction
- Experience with or courses in:
 - chainsaw/tree work courses, WHMIS, heavy machinery(skid-steer), etc.
- Experience doing general maintenance tasks such as
 - Home projects
 - Farm work
 - Woodworking hobbies
 - Personal vehicle repairs
 - Etc.
- Education/Training in biblical studies, and or leadership are all considered an asset
- First aid training

General Application Requirements:

- 18 years of age minimum
- Support and agree with the Frontier Lodge Statement of Faith
- Completed Frontier Lodge Staff Application form
- Class 4 driver's license (be willing to obtain prior to start date or shortly after). Class 2 would be considered an asset.
- Can clearly articulate a philosophy of ministry for themselves which fits within the context of the Frontier Lodge's vision statement and values

Skills to succeed:

- Collaborative team focused
- Diverse technical skills in site related tasks
- Self Directed and proactive
- Initiates efforts to succeed and participate in the Frontier Lodge vision
- Hospitable attitude shown through 'you belong here, hospitality'
- Able to prioritize and manage (and/or delegate) multiple maintenance, construction and janitorial tasks
 - Engages the "Eisenhower Matrix"
- Quality people skills, such as, but not limited to:
 - Relates well to others
 - Patient towards others and self
 - Leadership skills (positive influence)
 - Good judgement
 - Clear communication



Compensation:

- Salary – Consist of a small stipend or on a volunteer basis with the remaining salary being fundraised personally.
 - There are 15 allotted days given to assist with support raising
- Accommodation – Onsite accommodations including all utilities and internet services are provided as a taxable benefit.
- Food - A food benefit is provided in the form of a combination of meals and groceries to accommodate all onsite meals.
- Vacation – 15 days per annum. Frontier also provided another significant portion of time following busy stretches of our program. This typically ranges between 10-15 more days.
- Benefit Plan – Full time operations staff only. 50/50 split employee/employer on an Alberta Blue Cross benefits plan. This plan covers a wide range of services from prescription medication, paramedical services, dental, emergency travel etc.

To Apply:

Please fill out the application form at https://frontierlodge.formstack.com/forms/volunteer_application and attach your resume and cover letter at the end. Or email office@frontierlodge.ca for more info.

ERSC - Frontier Lodge Staff



Expectations

What is expected of each Frontier Staff member throughout the year. See Job Description for role specific.

Missional

- Supportive and committed to the Frontier Lodge Statement of Faith
- Can clearly articulate a philosophy of ministry for themselves which fits within the context of the Frontier Lodge's vision statement and values
- Continued desire to grow in Christlikeness (presenting your transforming self)
- Demonstrates the love of Christ through you belong here hospitality

Organizational

- Fulfills specific job requirements on time and with professionalism. See Job Description.
- Collaborating effectively and inclusively with the rest of the Frontier Lodge team
- Proactively communicate with Director of Ministries for specific schedule requests and needs in advance
- Facilitates staff team through a devotional thought during staff devotion. (Every 4th month)
- Represents Frontier Lodge authentically and appropriately. (ie. Using social media, emailing, hosting etc.)
- Develops a Personal Development Plan for themselves submits to E.D. bi-annually and continues to reassess progress and goals. (this includes hard, ministry and soft/people skills)
- Submits personal feedback form bi-annually and meets with E.D. for feedback and review. (includes personal development plan & feedback form)

Time

- Present and on time for morning devotions, meetings and other assigned work related items
- Dishes:
 - Breakfast - everyone available after staff meeting is complete
 - Lunch - usually done by kitchen staff unless otherwise assigned
 - Supper -when scheduled dishes begin 30 minutes after the meal start time until completed
 - Self made food/dishes - Clean up all of your dishes and kitchen supplies immediately after meal
 - Staff only meals - Everyone who eats cleans up after
 - Off days exempt you from your assigned dish duty even if you eat meal
 - Must swap with someone if you are unable to make the assigned dish time
 - If assigned to an evening activity you are able to leave dish time when your next responsibility starts
- Participates or leads evening activities when scheduled with enthusiasm. Not usually more than 3 evenings per week.
- Responds to emails in a timely and professional manner.
- Usually works 5 days a week with 2 off days, not always in sequential order
- Provided 15 days off subject to approval and in context of the Frontier Lodge schedule.
- Frontier provides a number of other days off in lieu of stat holidays worked, after busy seasons and at Christmas time. This total ranges between 10-15 days depending on the year.

Outdoor Related: When assigned or working in the field

- Have and maintain a minimum of 40hr wilderness first aid, preferably seeking to maintain 80hr certification.
- Have and maintain appropriate gear for leading in the outdoors
- Maintains a high level of fitness. (can jog 3km without stopping in under 20 minutes)
- Works within the S.O.P. of Frontier Lodge's outdoor programming labeled in the programming policies binder.



Resources

What assistance is available to help accomplish your role

Spiritual

- The Holy Spirit/God as a guide and helper - John 14
- The Bible. The word of God given as a resource to grow in relationship and knowledge of Jesus
- Faith encouragement through Frontier Lodge organized devotions, prayer time, bible study, musical worship, Christian community, Church, and guest speakers

People

- In person feedback, mentorship, coaching and development with E.D casually and through bi-annual meetings
 - E.D. partners with the Frontier Staff to work out the development plan suited for each individual
- Other staff at Frontier Lodge to participate and support in broader mission of Frontier Lodge
- Directors of Explore
- People in the Nordegg Community

Time

- Staff training days (upskilling and specific development days or weeks)
- Flexible schedule & work life
- Staff are given 15 days to put towards support raising efforts.

Knowledge

- Frontier Lodge's in house competency track for developing as an outdoor leader
- Schooling/participating in Explore classes
- Web seminars or conferences (CCI, ACA etc)
- Staff training days
- Outsourced courses or certifications
- Frontier Lodge/Explore Library
- Other Christian Centres and Camps

Financial

- Pro Deals: Certain pro-deals are made available to staff so that they can purchase gear they need at a reduced rate
- Housing/Food Benefit
- Some roles come with a stipend
- Frontier is a registered non-profit charity and allows staff to raise support for financial assistance. Money donated is tax receiptable.

Other Resources

- Ease of access to the mountains
- Onsite ice wall, boulder cabin, bike trails and the lake
- Gear use from FL
- Health Benefits Plan

Skills

What skills are necessary to be successful in your role. See Job Description for role specific.



Communication

- Listen and ask insightful questions
- Speak clearly and confidently in front of a group
- Breaks down complicated skills into small easily to understand parts
- Professional and concise written and verbal communication skills

Group leadership

- Inspire, communicate and lead out of a clear vision
- Group formation: able to lead a group through the stages of group formation
- Group management, including good judgment
- Patient with others

Wilderness competencies: If working in outdoor field

- Is an activity leader in all of Frontier Lodge's outdoor programs. (2 years of experience working on and developing instructional and personal skill set per skill)
 - These can include both the Frontier Lodge competencies and outsourced certifications such as:
 - See FL Competency booklet
 - ACMG certifications such as: TRCI, Hiking Guide, Apprentice Rock etc.
 - PMBI Level 1 & 2
 - Swift Water Rescue Technician
 - Paddle Canada

Education

- Prepare and deliver effective feedback
- Facilitation through group debrief
- Understands the 4 learning styles and can include them all in their instruction
- Project Management: can design, plan for and implement lessons, events, etc from start to finish.

Other

- Leadership - positively influences those around them
- Intentionally and positively resolves conflicts
- Continuously good self care
- Strong time management ability
- Initiates, self directed and proactive.

Consequences

What are the positive and negative consequences of doing well or poorly in your role



If you do well in meeting expectations

- Increased opportunity at Frontier Lodge
- Growth in relationship with Christ
- Personal and professional skill development
- A positive reference from Frontier Lodge

If you do poorly in meeting expectations:

- Loss of leadership influence
- Lack of personal and skill development
- Restriction of responsibilities and autonomy
- Constructive conversation with Executive Director or overseer

Release from position at Frontier Lodge