

Frontier Lodge



Hello,

Thank you for your interest in the Program Team 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 few full-time Program Team Members. This position, along with the other program team members, will provide direction to, and implementation of the various programs Frontier Lodge provides. They will join a program 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 committed to serving the LORD and growing in their own spiritual lives, ministry at Frontier and outdoor pursuits.

This position is ideally suited for someone who likes to work collaboratively and enjoys multiple facets working in a people focused environment. Includes varying aspects such as: outdoor skills instruction, mentorship, planning events, hosting groups, day to day lodge work, equipment care and more. The position requires a high level of customer care and service, adaptability, organization, problem solving, and servanthood.

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 as an educator, or in the camp or outdoor field, and/or a high level of willingness to learn and grow into the position. There is no one “right” individual for this position- but the right individual will certainly be passionate about Frontier Lodge and eager to improve the impact of the ministry.

We believe we are called to important Kingdom work.

Would you consider joining us?

Sincerely,

Mac Vidal
Executive Director

Program Staff Job Description



Reports to - Executive Director; Indirect Report - Director of Ministries

Job Purpose:

This position, along with the other program team members, will provide direction to, and implementation of the various programs Frontier Lodge provides. They will join a program 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 committed to serving the LORD and growing in their own spiritual lives, ministry at Frontier and transformational outdoor instruction skills and abilities.

Duties and Responsibilities:

- Ministry responsibility:
 - Share the love of Christ through 'you belong here, hospitality' with each and every individual they come into contact with
 - Mentor, encourage and coach interns & summer staff
 - Be committed to developing their personal relationship with Jesus
 - Participate in the missional community of Frontier Lodge where Christ is our standard and hope
- Oversee, plan, develop and implement program activities.
- Supports other departments at Frontier such as; kitchen, maintenance. Not usually more than 1 day per week.
- Works towards being 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)
 - See Skills sections for various certification courses and competencies.
- Works within the Standard Operating Procedures of Frontier Lodge's outdoor programming labeled in the programming policies binder.
- Specific delegated responsibility within the program team. See separate list of responsibilities for each.
 - ☐Bike Chief
 - ☐Climb Chief
 - ☐Whitewater Chief
 - ☐Ski chief
 - ☐Backpack Chief
 - ☐Etc.
- Program Staff are specifically expected to use 12-15 continued professional development days per annum to continue developing their facilitation and transformational outdoor instructional skills
- Maintains log book of outdoor activities. (see example here)
- See ERSC Document for further details

Qualifications, Skills and Experience:

- Spiritual maturity and a desire to grow in relationship with Jesus Christ
- Experience in other ministries, such as: youth groups, summer camps, bible schools or wilderness Christian camps
- Experience working within a team or as a part of a group
- Experience leading outdoor activities at Frontier or elsewhere
- Outdoor industry certifications or Frontier Lodge Competency such as:
 - Minimum 40 hr Wilderness first aid, preferably 80 hr advanced adventure medic
 - General & Technical Rope Skills
 - Ice Climbing Leader
 - Canoe Leader
 - TRCI (Top Rope Climbing Instructor - ACMG)
 - PMBI (Professional Mountain Biking Instructor)
 - OCC (Outdoor Council of Canada)



- Paddle Canada
 - Etc.
- Outdoor skills log book, preferably with up to 1-2 years experience in various outdoor activities
- Education in outdoor instruction/leadership/tourism studies is considered an asset
- Collaborative team focused
- Can break down complicated skills into small easily to understand parts
- Self Directed and proactive. Initiates efforts to succeed and participate in the Frontier Lodge's vision.
- Strong written and verbal communication skills
- Quality people skills, such as, but not limited to:
 - Relates well to others
 - Patient towards others
 - Leadership skills (positive influence)
 - Good sound judgment
- See ERSC document for further details

General Application Requirements:

- 18 Years of age or older
- 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)
- Can clearly articulate a philosophy of ministry for themselves which fits within the context of the Frontier Lodge's vision statement and values

Compensation:

- Salary – Consist of a stipend and the remaining salary being raised 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 in order 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 – 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:

- Visit <https://www.frontierlodge.ca/get-involved> and follow the link to apply.
- Or follow the link [here](#) and then when you select a position you apply for choose 'Program'.

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