



EDUCATION CENTER DIRECTOR

About Clear Lake Education Center

Clear Lake Education Center (CLEC) operates as a partnership between Delta-Schoolcraft Intermediate School District (DSISD) and Marquette Alger Regional Education Service Agency (MARESA). The Center operates under special use permit at a Civilian Conservation Corps (CCC) built facility on the USFS Hiawatha National Forest. The facility is the only set of buildings located on the shore of Clear Lake in the middle of the National Forest (25 miles from the small rural communities of Munising and Manistique). The Education Center connects people of all ages, abilities, and backgrounds to the natural world through engaging educational and recreational activities. Our main audience is students in grades Pre K – College. Safety is a primary focus while sharing the forest with visitors. Our management style balances potential risk with reward – anticipating situations and developing protocol for handling them.

The Education Center facility has 8 camper cabins, 1 staff cabin, 1 nurse's cabin, and 1 director cabin. There is a lodge with a large open classroom and an office, and a dining hall with a commercial kitchen. There are two bathroom buildings with sinks, toilets, and showers. The high ropes challenge course was rebuilt in 2017. There are canoes and kayaks for exploring the 100-acre lake and an amphitheater for programs and campfires.

Position Summary

The Director is responsible for the overall management of the facility and the organization, including day-to-day administrative and camp operations, education programs, marketing, staffing, and financial performance. It is currently a contracted position through the Delta-Schoolcraft Intermediate School District which holds the Education Center's budget funds and provides business office services.

Responsibilities

1. Recruit, review qualifications, interview, hire & train staff, perform background checks
2. Contact and schedule outside presenters, as needed
3. Facilitate staff orientation, high ropes training/certification and regular safety meetings
4. Review, revise, create, schedule, and implement standards-based programs
5. Maintain center licensing/schedule inspections: Health, Fire, Camp (site and program), High ropes
6. Review center policies, action plans, and procedures.
 - a. Health Service, Food Service, Behavior Management, Child/Adult Protection Policies
 - b. Emergency Evacuation Plan, Emergency Procedures (general, waterfront, high ropes)
7. Oversee day-to-day camp operations
8. Complete regular inspections of facilities and grounds, including off-season
9. Maintain and manage high ropes course, equipment, and use
10. Schedule camp maintenance – including camp opening and closing procedures
11. Maintain camp supply, equipment and merchandise inventory
12. Communicate with schools and organizations
13. Manage student and adult attendance counts, paperwork, scheduling, background checks
14. Lead or arrange tours, presentations as requested
15. Complete staff evaluations at end of season
16. Manage and report data to supervisory board (DSISD, MARESA, USFS)
17. Grants: research, write, implement, report.



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Qualifications

1. Applicant must be 21 years of age or older.
2. Knowledge of education and training program principles, practices, techniques, and procedures. Ability to develop and implement curriculum-based education/training programs.
3. Minimum of a Bachelor's degree in education, science, or related field. Teaching or interpretation experience preferred.
4. Broad base of experience and evaluation in leadership positions, including program planning and design, grant writing and reporting, and staff supervision.
5. Strong interpersonal and communication skills (written and oral) necessary to work effectively with individuals and groups such as staff, teachers, parents, administrators, students, licensing agencies, and community members.
6. Efficient organizational skills and time management practices.
7. Physical Requirements: Ability to work long hours seasonally and in any weather conditions and perform all duties associated with camp management and camp employment including high adventure activities and maintenance duties. The ability to stand for hours, hike up to 5 miles, and lift/move 25+ pounds are important to note.

Certifications: CPR, AED, Wilderness First Aid and Rescue, High Ropes Challenge Course Facilitator/Manager

Location: The Education Center is located on the Hiawatha National Forest in Michigan's Upper Peninsula and is operated through a special use permit. The business office, including mail service, for the center is at the Delta-Schoolcraft Intermediate School District in Escanaba, Michigan.

Compensation: This is a contracted position with variable hours and no benefits. Pay range is currently \$32,000.00 - \$47,000.00, based on education and experience. As funding and participation increase, the level of compensation can be reviewed. Housing is available seasonally on campus. Pets are not allowed.

How to Apply:

Send cover letter, resume, and 3 reference contacts to Mimi Klotz at clearlake@dsisd.net

For additional information or to discuss this opportunity further, feel free to call 906-280-5364

To see more about Clear Lake Education Center, visit the website: <https://www.clearlakeinfo.org/>

The successful candidate will be subject to a fingerprint background check, a central registry clearance check, and a sex offender registry clearance check. Upon acceptance of the position, fees associated with the checks will be reimbursed.

Clear Lake Education Center, Delta-Schoolcraft Intermediate School District, and Marquette-Alger Regional Education Service Agency are equal opportunity organizations, will not discriminate on any basis, and do not tolerate discrimination by their staff or visitors.

