

# Alice McFarlane

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## EDUCATION

### **Advanced Wilderness Leadership Graduate Program,**

HoneyRock, Wheaton College, Wheaton, IL January 2001 – August 2001

- Highlights included 18-day Deep Snow Expedition, 200 mile Paddle Trip on Rio Grande River, Big Bend National Park Desert Backpack Trip, Upper Peninsula Bike and Climb Trip
- Certified in WFR, First Aid, CPR for the Professional Rescuer/AED

### **B.A. Christian Education, French Minor**

May 2000

Wheaton College, Wheaton, IL

- GPA: 3.5/4.0 Cum Laude
- Certificate in Camp Leadership and Programming
- Wheaton in France, Study Abroad Semester Summer 1998
- Wilderness Leadership Practicum, HoneyRock Summer 1999

## RELATED LEADERSHIP AND EXPERIENCE

### **Viata Program Co-Director,**

March 2010 to Present

New Horizons Foundation, Lupeni, Romania

Coldwater Foundation for Leadership & Community Development, Mt. Vernon, IA

- Recruit and train staff and international volunteers.
- Develop and research adventure education resources for staff and program.
- Promote program through newsletter and social network.
- Administrative monitoring, reporting and evaluation.
- Teach experiential education class for semester college students.

### **Program Assistant/Facilitator,**

September 2003 to August 2009

Intercultural Leadership Initiative, Lac du Flambeau, WI

- Facilitate ILI sessions for 4<sup>th</sup> through 12<sup>th</sup> grade.
- Assess and create curriculum.
- Mentor students.
- Compile annual report from year end survey and session evaluations.

### **Positive Action Coalition Administrative Assistant,** January 2006 to Oct. 2008

Great Lakes Inter-Tribal Council, Lac du Flambeau, WI

- Perform administrative duties to assist director.
- Provide support for Positive Action facilitators.

### **Assistant Office Manager,**

November 2002 to January 2006

HoneyRock, Three Lakes, WI

- Train and supervise summer office staff.
- Coordinate year round receptionist duties, mail preparation/sorting, receivables and general office duties.
- Manage data entry staff and provide regular lists, labels and reports.
- Respond to parent/student questions, concerns and needs.

### **Program Specialist,**

August 2001 to October 2002

HoneyRock, Three Lakes, WI

- Created programming for adventure challenge and retreat groups.

- Provided support in the barn, kitchen, office and activity areas.
- Planned and led wilderness trips (summer and winter).

**Store Clerk,**

May to December 2000

McFarlanes' Implement, Sauk City, WI

- Performed general administrative duties of answering phones and filing.
- Maintained supply of merchandise in clothing and toy department.
- Organized displays.

**Wilderness Instructor,**

July 1999 to Present

- Planned and led wilderness trips for HoneyRock campers (middle school through adult) during the summer, fall and winter. (July 1999-August 2006)
- Planned and led wilderness trips for Coldwater for incoming freshmen students in the Boundary Waters. (August 2007 to Present)

**COLLEGE COURSES TAUGHT**

Mountain Bike and Climb (KIN 136)

Skiing-Cross Country (KIN 141)

Winter Wilderness Skills (KIN 148)

Wilderness Learning Seminar (KIN 472)

**ADDITIONAL SKILLS**

- ESL tutoring in refugees home Fall 1997
- Proficient Microsoft Word, Excel, Outlook, Publisher and Access
- WFR Certified