



HURRICANE ISLAND
OUTWARD BOUND SCHOOL

Position: Base Site Manager Newry

Location: L.L. Bean Mountain Center, Newry, Maine

Reports To: Director of Operations

FLSA: Exempt

Date Updated: January 6, 2022

JOB DESCRIPTION

Organization Summary

Outward Bound is a non-profit adventure-based educational organization with programs that inspire self-discovery and character development and build self-confidence and essential teamwork and leadership skills. Outward Bound's mission is to change lives through challenge and discovery.

The Hurricane Island Outward Bound School (HIOBS) operates extended wilderness courses in Maine, Florida, Bahamas, and Central and South America. As one of 11 independent Outward Bound Schools in the US, HIOBS represents one of the top educational brands in the nation. In 2014 HIOBS celebrated 50 years of dynamic programming in the United States.

The Base Site Manager works as part of the basecamp leadership team to deliver exceptional management, support, and resources for our courses, students, and staff, while overseeing base facilities and housing. Other members of the basecamp leadership team include: Director of Operations, Director of Fleet and Facilities, Resident Course Director, Safety Director and Staffing Director.

The Base Site Manager (BSM) is responsible for all logistical support systems including food, gear, first aid, field communication technology, course logistics planning, transportation, oversight of inventory, building, grounds, and vehicle maintenance locally. The work is done at both a long range planning and day-to-day level, requiring collaboration with the Resident Course Director, Director of Fleet and Facilities, and the Director of Operations.

The BSM role requires a balance of delegating and overseeing tasks such as planning, organizing, supervising, with leadership and supervision of team-members. The position requires a hands on approach, working closely with staff and students as well as a higher level planning, forecasting and management skill set. Responsibilities include training, scheduling staff, and expense management.

The ideal candidate will possess a logical and systematic approach to the work. They will have effective time management abilities, be able to solve problems and make decision. This candidate will offer creative solutions to problems in the field and on base and will have the ability to manage

change and unpredictable events. They will thrive working in a team setting.

The Newry Base Site Manager will work closely with the Newry Resident Course Director and Director of Operations to manage the safety, quality, and effectiveness of all Land Programs. In addition, the Base Site Manager will act as a liaison between field staff, logistical staff and the Program Administration Team consisting of the Safety Director, Staffing Director, and Director of Operation.

**Essential Duties
and
Responsibilities**

Logistics Support

- In coordination with Director of Operation and Resident Course Director, determine the program's logistics and support needs. Work to meet program expectations and department goals of providing quality, safe, and effective logistical support to all courses originating from the Newry Base.
- Design and manage systems that effectively met the program needs including but not limited to:
 - Issuing and de-issuing of gear, including field technology equipment and first aid
 - Vehicle scheduling, use, and routine maintenance
 - Manage the inventory, condition and issue of food, equipment and supplies for basecamp and for courses
 - Managing all on-site equipment repairs while teaching others the skills to make effective repairs
 - Exceptional building, locker and food room organization that optimizes operation and cleanliness
- Oversee student transports including arrivals, departures, evacuations, and resupplies. Coordinate with the Resident Course Director students out of the field systems and procedures.
- Maintain a two-way feedback system between CDs /field staff and the logistics staff in order to assist them in maintaining a high standard of logistical support, and high quality of base system and equipment care and use from the field staff.
- Participate in Logistics Coordinator (LC) duties as needed.

Logistics Staff Management

- Create and deliver ongoing training for LCs, assign and schedule Logistics Coordinators (LCs), and assign support work and on call duties.
- Facilitate weekly meetings with LCs and ensure that the logistics team contributes to a positive, collaborative and effective working community.
- Supervise and assess job performance of all LCs. Conduct mid-season performance reviews and end of season evaluations with support from the Staffing Director.

Facility Management

- Ensure the development and effective management of all facilities, systems, and resources at the base, including high ropes course elements and climbing wall.
- Work closely with the Director of Fleet & Facilities, oversee basecamp maintenance, transport vehicles and equipment, adhering to all local and national regulatory codes and policies. Act as the local contact for subcontractors performing maintenance.
- Budget management of operational expenses for the facility. Specifically, base cleaning, kitchen, and bathroom supplies. Working with the DO and Director of Fleet & Facility to prioritize budget expenditure for maintenance up keep, and upgrades.
- Management of the staff living accommodation, including assigning cabins, and ensuring the facility is kept clean and tidy. Coordinate and supervise basecamp “service for stay” system.
- Oversee ropes course equipment, maintenance and purchasing.

Business Management

- Manage logistics, food and facility budgets and monitor expenses with regard to budget constraints.
- Coordinate food, equipment and supplies ordering from vendors with other HIOBS BSMs.
- Prepare and manage annual equipment inventories, and assist DO with budget planning.
- Ensure timesheet submission (and check for correct completion) for all logistics staff.

Safety & Risk Management

- Consistently role model and teach best practices of self-care, hygiene and safety attentiveness.
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- Adhere to all local operating procedures, safety policies and emergency procedures outlined in the staff handbook and field staff manual (BLABS)
- Ensure compliance with OSHA work place safety standards, and Safe food handling practices.
- Serve as a member of the base camp emergency response team, in the event of a crisis.
- In coordination with the DO and Director of Fleet & Facility, act as on-site manager of vehicle training, policy adherence, and implementation of National Transportation Standards.
- Report safety concerns and any incidents to supervisors or the Safety Director.

Secondary Responsibilities

- Coordinate and collaborate with all school departments to ensure a cooperative and supportive system.
- Role model a productive work/life balance and schedule yourself and your team accordingly
- The Newry Base Site Manager will be part of the team that transports pulling boats and equipment from Big Pine Key, FL to Wheeler Bay, ME every Spring.
- The Newry Base Site Manager will be responsible for the opening and closing of the base in collaboration with and with support from the Director of Operations and the Director of Fleet & Facilities every Spring and Fall.
- Participate in other duties as assigned.

Physical Requirements

- Sitting at desk or computer up to 60% of time.
- Be able to carry loads of up to 60 pounds.
- Able to work long hours doing physical work.
- Able to sleep on ground, camp outside, etc.
- Actively engaged in physical tasks 20% of time.
- Able to pass a drug screening test.
- Able to pass Commercial Driver's License medical.

Knowledge & Skills

- Leadership and organizational skills to manage small groups and maintain positive working environment.

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- Ability to problem solve, innovate, prioritize and manage multiple tasks successfully within tight timelines
 - Familiarity with expedition field equipment, including camping gear, equipment supplied to students. Equipment repair and maintenance experience required.
 - Strong organizational skills and attention to detail.
 - Strong personal motivation, initiative, and commitment. Demonstrated successful working relationships with peers and other management staff including the delivery of timely feedback.
 - Flexible, adaptable and able to manage change and time
 - Knowledge of OB programs and skill requirements preferred
 - Very strong and effective communicator, both written and oral
 - Proficient in MS Outlook, Word and Excel
 - Maintains an excellent driving record, and demonstrates proficiency maneuvering vans, trucks and trailers
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Education & Work Experience

- 1-3 years' supervisory experience required.
 - High school graduate and 1-3 years' logistics experience or Bachelor degree and 1-year logistics experience.
 - Project management or logistical systems oversight experience preferred.
 - Three years of OB or other wilderness expeditionary experience (or other multi-day expeditionary course or equivalent) required. Prior Outward Bound experience preferred.
 - Basic knowledge and experience with vehicle and building maintenance preferred.
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Compensation & Benefits

- The Newry Base Site Manager is a seasonal per diem position, from Mid-March to Mid-November, approximately 5 days per week.
 - Pay is per diem, commensurate with experience.
 - Rustic and comfortable cabin housing and basic board is provided while working during the contracted time period. There is also close access to bathrooms, wireless internet, and kitchen. Residing on site is not required.
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Application Instructions

- Qualified applicants should submit a letter of interest and resume to jobs@hiobs.org.
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- Applications period is open until the position is filled.
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