



Position: Basecamp Assistant Instructor

Location: Wheeler Bay, Maine

Reports to: Associate PD Sea

FLSA: Exempt

Update: 8 August 2017

JOB DESCRIPTION

Summary

The Basecamp Assistant Instructor (BAI) is an entry level, field support and instructional role. BAIs need all the qualifications of an Assistant Instructor, and perform a multitude of instructional and course support duties, as well as assisting the logistics team. The BAI will attend staff trainings as appropriate, work with administration staff, field staff and logistical staff at the basecamp and in the field with students.

Essential Duties and Responsibilities

- Participate in New Staff Training and other staff training for assistant instructors.
- Demonstrate commitment to professional growth, and developing technical, educational and interpersonal skills.
- Assist Course Directors in their duties, including driving transports and resupplies (15-passenger vans, trucks and trailers), transporting students to medical facilities, supervising of students who are out of the field and on base. Assist with course starts, course ends, banquet and personal challenge events.
- Assist with high-risk activities such as rock climbing, and personal challenge events.
- Help students succeed by encouraging teamwork, cooperation, and individual effort.
- Contribute positively to an inclusive, culturally competent and student-focused work and living environment
- Stand ready to go into the field to replace the Assistant Instructor on a course at short notice.
- Consistently strive to give and receive feedback with co-workers and supervisors
- Communicate effectively, both verbally and in writing
- Act as a role model for students, and assist field staff in ensuring that students follow behavioral expectations as outlined in the Commitment to Excellence.
- Effectively articulate the Outward Bound mission
- Be responsible for helping with logistical functions such as, food pack out, equipment resupply, basecamp maintenance and cleaning, gear repair and cleaning.
- Demonstrate maturity and an ability to work well with peers.
- Other duties as assigned.

Safety & Risk Management

- Assist Instructors and Course Directors in monitoring and assessing risks, training students to manage risk appropriately, and safely managing student well being
- Consistently role model and teach best practices of self-care, hygiene and safety attentiveness
- Locate and use emergency equipment and communication systems in the event of an emergency
- Adhere to all local operating procedures, safety policies and emergency procedures outlined in the employee handbook and field staff manual



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- Report safety concerns and any incidents to supervisors and base staff

Knowledge and Skills

- Possess knowledge of marine hazards and weather patterns
- Possess and maintain an excellent driving record; meets all criteria of OB drivers and can pass driver training.
- Demonstrate proper use, care and repair of equipment
- Teach belay, rappel and rock climbing techniques
- Hold current certifications in WFR and CPR. Water Safety certification preferred, but can be acquired at program site.
- Demonstrate competent navigation skills, including map and compass techniques, for lake and on- and off-trail travel
- Possess a level of competence in wilderness skills such that focus on the students' needs is easily maintained
- Possess sailing skills and ability to prevent and react in emergency situations (e.g., capsize).
- Low-impact camping techniques, and ability to articulate knowledge-based ethics

Education and Work Experience

- Experience in outdoor leadership or experiential education programs required
- Extensive multi-day wilderness expedition experience preferred

Physical Requirements

- Sufficiently fit to participate in all basecamp and course activities and maintain ample energy, strength and focus to prevent or respond to emergencies
- Ability to effectively function and maintain safety while on your feet most days, sometimes up to 16+ hours a day and more in the case of an emergency
- Ability to pass a drug test
- Strong swimmer
- Able to carry weights up to 60 pounds
- Able to sleep on ground or on boats, camp outside, etc.

Compensation and Benefits

- Per diem pay according to Field Staff pay scale
- Industry-leading training and development opportunities at cost, or free
- Eligible for Pro Deal (after teaching first course)
- Eligible for supplemental accident insurance

Specific Location Details

The Wheeler Bay sea base serves as the hub for courses on the Maine Coast. In addition to the sailing expedition, most courses have at least one rock climbing day. Service projects designed to enhance the natural environment or support local



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communities are part of all Maine course types.

The Maine Land Program and Maine Sea Program have close ties to each other, sharing staff training responsibilities, administrative functions, and field staff.

Facilities

Wheeler Bay is located in Spruce Head, Maine – roughly 15 minutes from Rockland, ME.

The basecamp is situated on a 48-acre peninsula surrounded by woodlands, tidal flats, a mooring field and open water access to Penobscot and Muscongus Bays. The Wheeler Bay base includes a main office building with gear warehouse and logistics, a boathouse where boats are maintained, and a Staff House with full bathrooms, laundry, large kitchen and community space.

Food and Housing

- Room and board are provided during work commitments, and are available during time off in exchange for service on base each day.
 - Located adjacent to the Staff House are bunkhouse-style cabins with electricity capable of accommodating between four and six persons. There are also tent platforms for pitching personal tents.
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