



HURRICANE ISLAND
OUTWARD BOUND SCHOOL

Position: Assistant Instructor

Location: Wheeler Bay, ME

*Reports to: Lead Instructor &
Course Director*

FLSA: Exempt

Update: 10 August 2016

JOB DESCRIPTION

Summary

The Assistant Instructor position is an entry level instructional/apprentice role, providing familiarity with Outward Bound methodology, procedures, policies, and the local course area. The Assistant Instructor works under the direct supervision of the Lead Instructor and Course Director, and is responsible for supervising, teaching and facilitating students on expedition and at basecamp.

Essential Duties and Responsibilities

- Participate in all required staff training
- Fully participate in course planning, including development of educational and technical curricula, route planning, food and equipment organization/packing
- Assist Lead Instructor in the delivery of the Outward Bound mission, educational framework and required components
- Demonstrate commitment to own professional growth, and developing technical, educational and interpersonal skills with the goal of promotion to lead instructor
- Provide clear, effective and timely communication with the Lead Instructor, Course Director and other staff
- Contribute positively to an inclusive, culturally competent and student-focused work and living environment
- 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 the Lead Instructor in ensuring that students follow behavioral expectations as outlined in the Commitment to Excellence.
- Effectively articulate the Outward Bound mission

Safety & Risk Management

- Assist the Lead Instructor 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
- Manage a student group and all emergencies in Lead Instructor's absence
- 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 staff handbook and field staff manual
- Report safety concerns and any incidents to supervisors and base staff



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Knowledge and Skills

- Possess knowledge of marine hazards, currents, tides and weather patterns
- 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
- Possess a level of competence in sailing skills such that focus on the students' needs is easily maintained
- Demonstrate competent navigation skills, including reading charts and navigational aids, as well as understanding tides and currents
- Possess seamanship skills and ability to react in emergency situations (e.g., crew overboard, capsize, fire)
- Low impact wilderness travel skills, and ability to articulate knowledge-based ethics

Education and Work Experience

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

Physical Requirements

- Sufficiently fit to participate in all site 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 lift and carry up to 50 pounds
- Strong swimmer
- Able to sleep on ground, 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 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](#)



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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.

Dates

- Hiring is done on a rolling basis. Positions will remain open until filled.
- Training will begin around the second week of May.