

 <b>HURRICANE ISLAND OUTWARD BOUND SCHOOL</b>	<i>Position: Base Site Manager (2 positions)</i>
	<i>Location: Wheeler Bay, Sprucehead, Maine &amp; L.L. Bean Mountain Center, Newry, Maine</i>
	<i>Reports To: Director of Operations</i>
	<i>FLSA: Exempt</i>
	<i>Date Updated: January 2019</i>
<b>JOB DESCRIPTION</b>	

**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.*

**Position Summary**

The Base Site Manager (2 positions, one at each Maine basecamp) works as part of the basecamp leadership team to deliver exceptional management, support, and resources for our courses, students, and staff, including base facilities and housing. The basecamp leadership team consists of the Director of Operations, the Director of Fleet and Facilities, and the Resident Course Director.

The Base Site Manager (BSM) is responsible for the logistics support system including food, gear, first aid, field communication technology, course logistics planning, transportation, chaperoning and oversight of inventory. 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 higher level planning, forecasting and management skill set. Responsibilities include training and scheduling staff and expense management.

The ideal candidate will pose a logical and systematic approach to work. They will have good time management abilities, be able to solve problems, make decision as well as offer creative solutions, and manage change. They will thrive working in a team setting.

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**Essential Duties  
and  
Responsibilities**

**Logistics Support**

- In coordination with Director of Operations and Resident Course Director (RCD), 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.
- Design and manage systems that effectively meet 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
  - Inventory, condition and issue of food, equipment and supplies for basecamp and for courses
  - Managing all on-site equipment 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 RCD 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, equipment care and equipment use from the field staff.
- Participate in Logistics Coordinator (LC) duties as needed.

**Logistics Staff Management**

- In coordination with the Staffing Director and Director of Operations, create and deliver ongoing training for LCs, assign and schedule LCs, and assign support work and on call duties to Base Site Instructors.
  - Facilitate regular 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.
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### **Facility Management**

- Ensure the development and effective management of all facilities, systems, and resources at the base.
- 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. Work with the Director of Operations and Director of Fleet & Facility to prioritize budget expenditure for maintenance up keep, and upgrades.
- Management of staff living accommodations, including assigning cabins, and ensuring the facility is kept clean and tidy. Coordinate and supervise basecamp “service for stay” system.

### **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 Director of Operations with budget planning.
- Ensure timesheet submission (and check for correct completion) for all logistics staff.

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### **Safety & Risk Management**

- Consistently role model and teach best practices of self-care, hygiene and safety attentiveness.
  - 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 Director of Operations and Director of Fleet & Facility, act as on-site manager of vehicle training, policy
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	<p>adherence, and implementation of National Transportation Standards.</p> <ul style="list-style-type: none"> <li>• Report safety concerns and any incidents to supervisors or the Safety Director.</li> </ul>
<b>Secondary Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate and collaborate with all school departments to ensure a cooperative and supportive system.</li> <li>• Participate in other duties as assigned.</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Sitting at desk or computer up to 60% of time.</li> <li>• Be able to carry loads of up to 60 pounds.</li> <li>• Able to work long hours doing physical work.</li> <li>• Able to sleep on ground, camp outside, etc.</li> <li>• Actively engaged in physical tasks 20% of time.</li> <li>• Able to pass a drug screening test.</li> <li>• Able to pass Commercial Driver's License medical.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Leadership and organizational skills to manage small groups and maintain positive working environment.</li> <li>• Ability to problem solve, innovate, prioritize and manage multiple tasks successfully within tight timeliness and high stress.</li> <li>• Familiarity with expedition field equipment, including camping gear, equipment supplied to students, vessels (canoes or pulling boats) and their associated equipment. Equipment repair and maintenance experience required.</li> <li>• Strong organizational skills and attention to detail.</li> <li>• Strong personal motivation, initiative, and commitment.</li> <li>• Demonstrated successful working relationships with peers and other management staff including providing timely feedback.</li> <li>• Flexible, adaptable and able to manage change.</li> <li>• Knowledge of OB programs and skill requirements preferred.</li> <li>• Very strong and effective communicator, both written and oral</li> <li>• Proficient in MS Outlook, Word and Excel</li> <li>• Maintains an excellent driving record, and demonstrates proficiency maneuvering vans, trucks and trailers.</li> </ul>

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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.
- Holds a current Wilderness First Responder and CPR certification.
- 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.
- Basic knowledge and experience with vehicle and building maintenance preferred.

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**Compensation & Benefits**

- Position is a seasonal per diem position, from Mid-April 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](mailto:jobs@hiobs.org).
  - Applications period is open until January 25th.
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