



HURRICANE ISLAND OUTWARD BOUND SCHOOL

LOGISTICS COORDINATOR (SEA)

Location: Wheeler Bay – Spruce Head, Maine

Status: Exempt

Reports to: Lead Instructor and Course Director

Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

HIOBS operates extended wilderness courses in Maine, Florida, the Bahamas, and Central and South America.

POSITION SUMMARY

The Logistics Coordinator is responsible for supporting the logistical and program functions of the regional program. Logistics Coordinators work as part of the base support staff under the supervision of the Base Site Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handle all logistical details, preparations, and support for several courses in the field at once.
- Coordinate the issue, de-issue, and maintenance of the regional outdoor equipment, including clean up, repair, laundry, and inventory.
- Help manage field and base food inventory, pack field food for courses and participate in preparing food for staff on base.
- Drive course transports (15-passenger vans and trailers) between basecamp and expeditions and between the airport and basecamp.
- Help supervise students as required.
- Maintain chart, medical, and consumables inventory.
- Assist with the basic maintenance/upkeep of base facilities.
- Perform basic equipment repair.
- Consistently strive to give and receive feedback with co-workers and supervisors.
- Support the delivery of the Outward Bound mission and educational framework.

SAFETY AND RISK MANAGEMENT

- Assist in emergency and non-emergency evacuations.
- Consistently role model and teach best practices of self-care, hygiene, and safety attentiveness.
- Locate and use 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.

KNOWLEDGE AND SKILLS

- Possess strong organizational skills and attention to detail.
- Possess and maintain an excellent driving record.
- Safely maneuver 15-passenger vans with and without trailers, on paved and unpaved roads.
- Certified in CPR and Basic Life Support/First Aid.
- Possess the leadership skills to manage small groups.
- Mature and responsible with an ability to work well with peers.
- Work well as a team member in a cooperative environment.
- Basic computer skills; preferred competency with Microsoft Word and Excel.

EDUCATION AND WORK EXPERIENCE

- Field experience in outdoor education programs preferred.
- Wilderness expedition experience preferred.

PHYSICAL REQUIREMENTS

- Sufficiently fit to participate in all site and logistics-related course activities and maintain ample energy, strength, and focus to aid students and instructors.
- Ability to lift and carry up to 50-60 lbs.
- Ability to effectively operate while on your feet most days, sometimes for long hours (e.g., early morning departure to late night return).
- Able to sleep on the ground, camp outside, etc.
- Able to operate a vehicle for up to 10 hours a day.

COMPENSATION AND BENEFITS

- Per diem pay according to Field Staff pay scale.
- Industry-leading paid training and development opportunities.
- Eligible for Pro Deal (after teaching first course).
- Access to Employee Assistance Program.

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

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, a large kitchen, and community space.

Food and Housing

Room and board are provided during work commitments and are available during time off within a work agreement. 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.

EQUAL EMPLOYMENT OPPORTUNITY

HIOBS is an equal opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law.

Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

APPLICATION INSTRUCTIONS

Hiring is done on a rolling basis, and positions will remain open until filled. Training will begin around the second week in May.

Qualified applicants should download and complete the [Field Staff Application from our website](#) and email it to jobs@hiobs.org.