

 HURRICANE ISLAND OUTWARD BOUND SCHOOL	<i>Position: Resident Course Director (2 positions)</i>
	<i>Location: L.L.Bean Mountain Center, Newry Maine & Wheeler Bay, Spruce Head, Maine</i>
	<i>Reports To: Director of Operations</i>
	<i>FLSA: Exempt</i>
	<i>Date Updated: January 2019</i>
JOB DESCRIPTION	

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.

**Organization
Summary**

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 Resident Course Director (2 positions, one at each basecamp) works as a part of the basecamp leadership team to deliver exceptional management, support, and resources for HIOBS courses, students, and staff.

The Resident Course Director (RCD) is responsible for the coordinated effort of Course Directors at a specific basecamp to oversee the safety, quality, and educational effectiveness of courses. Primary responsibilities include supervising, mentoring, and evaluating Assistant Course Directors, collaborating with the Base Site Manager to ensure program needs are met, including maintaining communications with parents and service organizations, liaising with administrative staff, overseeing local program emergency response system and managing on-call rotation.

The RCD role requires a hands on approach, working closely with staff and students as well as higher level planning and management skill set. The ideal candidate will have a deep understanding of Outward Bound educational outcomes and safety management skills. They will possess strong leadership and communicate skills which help to reinforce clear expectations and hold others accountable. They will be adaptable, able to solve problems and make decisions, as well as offer creative solutions. They will thrive working in a team setting.

**Essential Duties
and
Responsibilities**

- Oversee course delivery and programming at the basecamp including building course resources, managing pre-and post-course briefing protocols, course reporting and incident reporting, coordinating Course Director (CD) efforts, and maintaining a strong culture of safety.
- Support the program management leadership team in implementing strategies to meet program needs, goals and directional strategy.
- Conduct supervisory visits to field operation sites to ensure quality and safety of programming.
- Provide mentorship for Assistant Course Directors and act as a resource for all CDs.
- Ensure CDs' thorough completion of all tasks and paperwork.
- Together with the Base Site Manager (BSM) and with consultation from the Staffing Director, schedule the Base Site Assistant Instructors for program supporting work.
- Coordinate with BSM on all transport, especially to and from course.
- Maintain professional presence and relations with outside agencies, other organizations and locals.
- Develop and maintain relationships with program delivery partners/subcontractors.
- Maintain positive and professional culture within the HIOBS community.
- Train, course direct, and instruct as needed.

**Safety & Risk
Management**

- Oversee local program emergency response system and manage emergency on-call rotation. Serve as a primary member of the on-call and emergency response team for field problems and emergencies, including coordinating with the BSM and supporting CDs with evacuations and early departures.
 - Adhere to all local operating procedures, safety policies and emergency procedures outlined in the staff handbook and field staff manual (BLABS).
 - Consistently role model and teach best practices of self-care, hygiene and safety attentiveness.
 - Report safety concerns and any incidents to supervisors or the Safety Director.
-

Secondary Responsibilities	<ul style="list-style-type: none"> • As time permits and as tasked by Director of Operations, take on special projects such as training design, course area reconnaissance, maintaining facilities, resource file creation, etc. • The RCD in Newry will ensure that groups expedition plans do not overlap, manage canoe campsite booking, and approve and facilitate any changes that are needed. Coordinate land use with agencies such as the AMC and MATC, White Mountain National Forest, and North Maine Woods. • Other duties as assigned.
Physical Requirements	<ul style="list-style-type: none"> • Ability to participate in vigorous physical activity in a wilderness setting, including running, backpacking, swimming, sailing, paddling and climbing. • Ability to sit at a desk or computer 60% of the time or greater. • Ability to carry weights up to 50-80 pounds.
Knowledge and Skills	<ul style="list-style-type: none"> • In depth knowledge of wilderness-based education and the skills requirements of HIOBS program areas and activities. • Expedition experience in and/or familiarity with one or more of the HIOBS program course areas. • Ability to problem solve, innovate, prioritize and manage multiple tasks successfully within tight timelines. • Strong management skills and task follow-through resulting in measurable success. • Detail oriented with good organizational skills and ability to prioritize. • Strong and effective communicator, both written and oral. • Strong personal motivation, initiative, and commitment. • Demonstrated successful working relationships with peers and other management staff including providing timely feedback. • Strong personal motivation, initiative, flexibility and commitment to HIOBS mission. • Proficient with MS Outlook, Word and Excel.
Education and Work Experience	<ul style="list-style-type: none"> • Bachelor degree and 5 years of in-field OB experience, 2 of which must be as a Course Director (or other equal multi-day educational expeditionary program teaching and management experience).

	<ul style="list-style-type: none">• Holds a current Wilderness First Responder, CPR, Life Guard Training/EWS, and other certifications as relevant to responsibilities.
Compensation & Benefits	<ul style="list-style-type: none">• 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 but preferred.
Application Instructions	<ul style="list-style-type: none">• Qualified applicants should submit a letter of interest and resume to jobs@hiobs.org.• Applications will close on January 25th.
