



**HURRICANE ISLAND
OUTWARD BOUND SCHOOL**

Position: Staffing Coordinator

Location: Camden and Basecamps

Reports To: Staffing Director

FLSA: Exempt

Updated: December 2018

JOB DESCRIPTION

Organization Summary

Outward Bound is a non-profit adventure-based educational organization with programs that inspire self-discovery and character development and builds 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 Staffing Coordinator (SC) is essential in assuring the quality and safety of all Hurricane Island Outward Bound School courses. The ideal candidate has administrative experience including record keeping and human resource knowledge as well as familiarity with Outward Bound programming. This person will work in tandem with the Staffing Director and Business Director in Camden. The Staffing Coordinator reports to the HIOBS Staffing Director, and maintains strong relationships to all HIOBS staff.

Duties and Responsibilities

- Coordinate with the Staffing Director in the scheduling of field and logistics staff across HIOBS programs; problem solve scheduling issues, short-notice changes or emergencies.
- Build relationships with field staff and Operations Directors and facilitate communication between them; create/maintain a positive living and working environment for staff at HIOBS.
- Track certifications and communicate requirements to field staff.
- Manage work agreements, timesheets, Merit Credit applications, credits and work/training records for HIOBS staff. Coordinate with Business Director to approve payroll.
- Ensure all annual paperwork is distributed, collected, processed and documented.
- Manage adjustments to seasonal work agreements.
- Work with the Marketing Director to keep the employment portion of the HIOBS website current with job vacancies, descriptions and other pertinent information.
- Process new hire applications and coordinate scheduling interviews with the Staffing Director and Operations Directors.
- Work with the Business Director to collect and track all paperwork related to onboarding new hires, and rehiring returning staff.

- Collaborate and communicate with Business Director and Office Assistant to manage Workers' Compensation and other benefits, as well as Human Resources functions for field staff.
- Collect expense and reimbursement reports for Outward Bound Professional staff and submit to Business Office.
- Assist Staffing Director and Operations Directors with document maintenance and formatting for staff and course paperwork including evaluations, course reports, training reports and other forms.
- Other duties as assigned by the Staffing Director.

Safety and Risk Management

- Develop and maintain systems (including staff database and personnel files) to ensure field staff have appropriate minimum standards, certifications and permits to work in their specific course elements, as required by Maine state and federal law, the OBUSA National Safety Policies and Standards, and HIOBS policy.
- Participate in routine on-call and Critical Incident response systems.
- Coordinate with medical screener to screen staff medicals.
- Consistently role model and teach best practices of self-care and safety attentiveness.
- Report safety concerns and any yellow or red incidents to Safety Director.

Knowledge and Skills

- Well-developed administrative skills.
- Detailed oriented, good organizational skills and ability to prioritize tasks.
- Enthusiasm and leadership ability to build and maintain strong morale and community.
- Demonstrated ability to work under pressure and to problem-solve staffing shortages.
- Strong written and oral communication skills.
- Computer proficiency, particularly with Microsoft Word, Excel and Outlook.
- Preferred: Field experience in outdoor education programs with knowledge of outdoor skills required for teaching Outward Bound courses.
- Preferred: Thorough knowledge of Outward Bound philosophy and methodology; course directing experience preferred.

Compensation and Benefits

- This is a 6-month position.
- Salary is commensurate with experience.

Additional Information

- Tentative start date is February 2019.
- Occasional travel between bases required (most direct expenses reimbursed).

Application Process

Interested applicants should send a letter of interest and resume to:
jobs@hiobs.org
