



**HURRICANE ISLAND  
OUTWARD BOUND SCHOOL**

*Position: Staffing Director*

*Location: Camden and Basecamps*

*Reports To: Director of Education and Innovation*

*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.*

**Summary**

The Staffing Director (SD) is essential in assuring the quality and safety of all Hurricane Island Outward Bound School courses by developing and executing a 5 year rolling strategic staffing plan which ensures that HIOBS has the ability to meet its programming requirements with highly trained, motivated educators. The ideal candidate will have a knowledge of Outward Bound or the wilderness education industry and its needs for hiring, developing, training and retaining high quality staff. This person will serve as an essential part of the Education and Operations Team and reports to the Director of Education and Innovation. Internally they will develop and maintain strong relationships with all HIOBS staff and externally work with staffers across the Outward Bound System, domestically and internationally.

**Duties and  
Responsibilities**

- Develop and execute recruitment strategies and processes focused on recruitment and retention of a highly qualified and diverse staff of educators and program support specialists.
- Working in collaboration with the Operations Directors and the Outward Bound Professional Senior Consultant, develop pathways to increase the number of staff who are able to work across all HIOBS educational program areas (Outward Bound Professional and Wilderness).
- Schedule educational and program support staff for all HIOBS program areas including Maine, Florida, off-site programs.
- Work with the Staffing Coordinator to 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.
- Be part of the HIOBS senior management team and represent staff on local and school-wide issues.

- 
- Work with Operations Directors to promote staff development through appropriate training, evaluation and supervision.
  - Work with individual staff to create and implement professional development plans from season to season and help facilitate promotion.
  - Identify skill sets HIOBS staff currently have and design training opportunities that capitalize on those strengths, as well as identify skill areas that are lacking or non-existent and create and implement training curricula to develop those skills.
  - Work with Director of Education and Innovation to add diverse programming opportunities and build the staffing pool to meet the increasing demand for these courses.
  - Represent HIOBS to other OB entities on national staffing conversations.
  - Other duties as assigned by the Director of Education and Innovation.
- 

**Safety and Risk Management**

- Participate in routine on-call and Critical Incident response systems.
  - Design training curriculum to meet the growing needs of the HIOBS programs, ensuring staff have the skills to facilitate safe courses that are of high quality.
  - Consistently role model and teach best practices of self-care and safety attentiveness.
  - Oversee and document responses to unsafe actions or practices; facilitate and document performance and disciplinary discussions with field staff.
  - Report safety concerns and any yellow or red incidents to Safety Director.
- 

**Knowledge and Skills**

- Field experience in outdoor education programs with knowledge of outdoor skills required for teaching Outward Bound courses.
  - Thorough knowledge of Outward Bound philosophy and methodology; course directing experience preferred.
  - Well-developed administrative and management skills.
  - Experience with and knowledge of the staffing needs of HIOBS.
  - Enthusiasm and leadership ability to build and maintain strong morale and community.
  - Demonstrated ability to work under pressure and to problem-solve staffing shortages and management issues.
  - Very strong and effective communicator, both written and oral.
  - Willingness to spend time in field (not more than 5%) evaluating staff and their development, and occasionally instructing and course directing.
  - Computer proficiency, particularly with Microsoft Word, Excel and Outlook.
- 

**Education and Work Experience**

- Bachelor degree and three years of in-field OB (or other multi-day educational expeditionary) experience.
  - Minimum two years' management experience in the fields of education and/or outdoor recreation.
  - Holds a current Wilderness First Responder, CPR, Life Guard Training/EWS, and other certifications as relevant to responsibilities.
-

---

**Compensation and  
Benefits**

- This is a 12-month position.
- Salary is commensurate with experience.
- Eligible for full-time benefits.

---

**Additional  
Information**

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

---

**Application  
Process**

Interested applicants should send a letter of interest and resume to:  
[jobs@hiobs.org](mailto:jobs@hiobs.org)

---