



HURRICANE ISLAND
OUTWARD BOUND SCHOOL

*Position: Logistics
Coordinator*

Location: Newry, ME

*Reports To: Base Site
Manager*

FLSA: Exempt

Updated: October 2022

JOB DESCRIPTION

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 map, medical and consumables inventory
- Assist 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 & 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

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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 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

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	<i>Updated: 25 January 2022</i>
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Location Specific Details

The Newry Mountain Center serves as the hub for courses in western Maine and northern New Hampshire. Most courses have backpacking and canoeing expeditions and at least one rock climbing day. A few all-canoeing courses typically run in the remote Northwoods course area and may include several days of whitewater. 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

The Newry Mountain Center is located in Newry, ME, roughly 15 minutes north of Bethel. The Mountain Center is located on over 350 acres of woodland in the foothills of the Mahoosuc Mountains. The Grafton Loop Trail and Appalachian Trail are within walking distance. The property includes a staff house with rustic sleeping cabins, rustic student cabins, several primitive campsites, a ropes course, climbing wall and ample parking. The main building has a kitchen, dining hall, classroom, equipment storage and repair areas, offices, phones, wireless internet, library and lounge, showers, laundry and toilet facilities.

Food & Housing

- Room and board are provided during work commitments, and are available during time off.
- Staff live near the staff house in cabins, with access to full facilities in the staff house. Staff may also choose to set up personal tents.

Dates

- Hiring is done on a rolling basis. Positions will remain open until filled.
- Training will begin around the second week of May