



HURRICANE ISLAND
OUTWARD BOUND SCHOOL

Position: Logistics Coordinator

Location: Wheeler Bay, 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
- Maintain chart, medical and consumables inventory
- Assist in the basic maintenance/upkeep of base facilities
- Perform basic equipment repair
- Consistently strive to give and receive feedback with co-workers and supervisor
- 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

| | |
|------------------------|--|
| | <i>Position: Logistics Coordinator</i> |
| | <i>Location: Wheeler Bay, ME</i> |
| | <i>Reports To: Base Site Manager</i> |
| | <i>FLSA: Exempt</i> |
| | <i>Updated: October 2022</i> |
| JOB DESCRIPTION | |

Knowledge and Skills

- Strong organizational skills and attention to detail
- Possess and maintain an excellent driving record
- Ability to safely maneuver 15-passenger vans with and without trailers, on paved and unpaved roads
- Certified in CPR and Basic Life Support/First Aid
- Possess leadership skills to manage small groups
- Mature and responsible with an ability to work well with peers
- Work 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
- Able to lift and carry up to 50-60 lbs.
- Able to effectively perform 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

| | |
|------------------------|--|
| | <i>Position: Logistics Coordinator</i> |
| | <i>Location: Wheeler Bay, ME</i> |
| | <i>Reports To: Base Site Manager</i> |
| | <i>FLSA: Exempt</i> |
| | <i>Updated: 25 January 2022</i> |
| JOB DESCRIPTION | |

**Location Specific
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, large kitchen and community space.

Food and Housing

- Room and board are provided during work commitments, and are available during time off.
- 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.

Dates

- Hiring is done on a rolling basis. Positions will remain open until filled.
- Training will begin at the end of May for the summer season.