



HURRICANE ISLAND OUTWARD BOUND SCHOOL

HUMAN RESOURCES DIRECTOR

Location: Camden, Maine

Status: Exempt

Reports to: Executive Director

Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

POSITION SUMMARY

HIOBS is looking for a strategic, results-oriented, relationship-driven leader with a proven track record in creating strategies to support a people-centered work environment and a culture of shared values across an organization. Help us rethink and invest in our recruiting, recognition, professional development, compensation, and benefits programs to ensure that HIOBS offers a welcoming, energizing, and rewarding place to work.

Based out of the HIOBS administrative offices in Camden, Maine, the Director of Human Resources is a member of the senior leadership team and reports to the Executive Director. Key responsibilities include implementing, overseeing, and ensuring compliance within all areas of human resources and benefits; overseeing hiring and staffing, inclusive of both administrative and field staffing; and implementing and driving HIOBS initiatives related to people and culture, including but not limited to recruitment; retention; training; performance management; and diversity, equity, and inclusion (DEI).

The Director of Human Resources will also work closely with the Executive Director, other HIOBS senior management team members, and the Board of Directors to implement and deliver on our mission, strategic plan, and daily operations.

HIOBS currently employs 37 full-time staff and over 100 seasonal, per diem employees.

PRIMARY ROLES AND RESPONSIBILITIES

HR Leadership and Strategy

- Collaborate as a member of the HIOBS Senior Leadership Team to determine and fulfill school needs, goals, and directional strategy and initiatives.
- Establish, develop, and lead Human Resources strategies to create a strong sense of organizational culture and to support employee engagement and retention.
- Develop and clarify roles and responsibilities while increasing accountability throughout the organization.

- Lead initiatives across all functional areas including HIOBS' Diversity, Equity, and Inclusion (DEI) efforts.

HR Process Management

- Accountable for workers compensation, unemployment, and all benefit programs including leave, medical benefits, and retirement benefits.
- Implement new systems that develop HIOBS' ability to manage people and resources in the most effective and thoughtful manner.
- Accountable for workforce and succession planning.
- Support organization-wide consistency in performance expectations, reviews, discipline and rewards.

Staff Recruitment, Development and Retention

- Lead and supervise the HIOBS staffing team to ensure adequate and competent staffing across all positions at the school.
- Supervise and manage at least 2 direct reports.
- Oversee hiring of all administrative and field staff including job postings, interviewing, hiring, and onboarding. Oversee employment departure and exit process.
- Provide talent management and recruitment support during HIOBS peak ramp-up periods; provide support for professional learning and development activities.
- Develop and manage annual budget for per diem field staff (including basecamp support positions) and long-term field staff. Ensure budget is in alignment with operations and safety requirements.
- Ensure supervisors understand and implement HIOBS performance management processes, including implementation of disciplinary measures when necessary.
- Identify, facilitate, and support professional development initiatives and opportunities for staff.
- Train employees ensuring school-wide understanding of and alignment with employment practices and culture.

Safety and Communication

- Ensure compliance with relevant OBUSA National Policies related to HR and Staffing.
- Along with the Safety Director and the Director of Fleet and Facilities ensure compliance with OBUSA National Policies on Workplace Safety.
- Ensure HIOBS' compliance with all federal, state, and local labor and employment laws and regulations.
- Communicate with other OB entities on staffing issues/trends/dynamics and participate in system-wide forums related to HR and staffing.
- Participate in the admin on-call and critical incident response systems.

KNOWLEDGE AND SKILLS

- Strategic thinker with strong data analysis and analytical skills.
- Ability to influence and communicate across all facets of an organization.
- Ability and willingness to balance strategic functions and management and routine day-to-day HR operations and tasks.
- Ability to work in an unstructured environment with minimal supervision to set and achieve goals consistently, including a remote work environment.
- Ability to develop trust and confidence among all levels within the organization, maintain confidentiality, and exercise discretion at all times.
- Able to prioritize and work on multiple projects simultaneously.
- An adaptive roll-up-your-sleeves style marked by a mindset of continuous improvement and client service.
- Proven ability to give and receive positive and constructive feedback and manage difficult conversations.

- High attention to detail, resourceful, and highly organized.
- Compassionate and effective communicator, both written and oral.
- Flexible, adaptable, and open to change.
- Strong personal motivation, initiative, follow-through, and commitment.
- Ability to work both independently and cooperatively.

EDUCATION AND WORK EXPERIENCE

- Bachelor's degree required.
- Minimum of 5 years of experience in Human Resources required. Minimum of 2 years of management experience in the Human Resources field preferred.
- SHRM-PHR certification preferred, or alternatively, meets the necessary requirements for certification.
- Familiarity with the outdoor industry preferred.

LOCATION

Position requires regular hours at the Camden, ME administrative office. The position may be partially remote as long as remote work is required through the COVID-19 pandemic, and in the long term may be up to 25% remote as approved by the Executive Director. Overnight and day travel to HIOBS basecamps will be required to manage staff and engage in the basecamp communities. Some weekend work will be required to support trainings and events.

COMPENSATION

This is a full-time, 40 hour/week position with excellent benefits. Benefits include health, dental, short and long-term disability, life insurance, 401(k), wellness benefit, and outdoor industry perks. Starting wage commensurate with experience and skill level.

EQUAL EMPLOYMENT OPPORTUNITY

HIOBS is an equal opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law.

Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

APPLICATION INSTRUCTIONS

To apply, please forward a resume and cover letter to jobs@hiobs.org.