



**HURRICANE ISLAND
OUTWARD BOUND SCHOOL**

Position: Staffing Manager- Sea Programs

Location: Basecamps- primarily Wheeler Bay & Big Pine Key

Reports To: Staffing Director

FLSA: Exempt

Updated: November 2021

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 Manager (SM) 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 Staffing Manager for Land Programs and Outward Bound Professional (OBP). The Staffing Manager reports to the HIOBS Staffing Director, and maintains strong relationships to all HIOBS staff.

Duties and Responsibilities

- Coordinate with the Staffing Department in the scheduling of field and logistics staff across HIOBS Sea 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 and work/training records for HIOBS staff. Coordinate with the Staffing Manager for Land Programs and OBP to submit process bi-weekly payroll.
- Ensure all annual paperwork is distributed, collected, processed and documented.
- Create and manage adjustments to seasonal work agreements.
- Process new hire applications and coordinate scheduling interviews.
- Work with the Finance Director to collect and track all paperwork related to onboarding new hires, and rehiring returning staff.
- Coordinate and manage USCG drug testing requirements for new hires and the quarterly random drug pool.
- Work with staff to successfully navigate the USCG licensing process and obtain their mariner credentials.

	<ul style="list-style-type: none"> • Write sea time letters and help track sea time for staff in pursuit of the USCG License. • Work with the Staffing Director to create and implement strategies to recruit and retain staff. • Work with the Program Team to help execute the school's Strategic Staffing Plan. • Work with the Staffing Director to submit Workers' Compensation claims and other benefits, as well as Human Resources functions for field staff. • Collect expense and reimbursement reports for sea staff and submit to the Business Office. • Other duties as assigned by the Staffing Director.
Safety and Risk Management	<ul style="list-style-type: none"> • 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 the Critical Incident response systems as needed. • Coordinate with Staffing Director to screen staff medicals. • Consistently role model and teach best practices of self-care and safety attentiveness.
Knowledge and Skills	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • This is a full time 10 month benefit eligible position; benefits package includes medical, vision and dental insurance, paid time off and a 401k plan. • Salary is commensurate with experience.
Additional Information	<ul style="list-style-type: none"> • Tentative start date is February 2022. • 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