



**OUTWARD  
BOUND**

*Position: Diversity Recruiter*

*Location: TBD*

*Reports To: Staffing Director*

*FLSA: Exempt*

*Date Updated: January 31, 2008*

## **JOB DESCRIPTION**

### **Summary**

Outward Bound Recruiters hold primary responsibility for the recruitment, tracking and screening of all applicants for Outward Bound field based positions. The Diversity Recruiter will focus on recruiting diverse staff into the organization.

### **Essential Duties and Responsibilities**

- Recruit diverse candidates for open positions through job fairs, campus visits, online postings, etc.
- Review applications, interview candidates and extend offers based on program guidelines.
- Manage all correspondence with assigned applicants. This includes acknowledgement letters, offer letters, acceptance letters, rejection letters, etc.
- Work with fellow recruiters to:
  - Design and implement the annual recruitment plan targeting new, experienced and diverse staff to fill program vacancies.
  - Create and maintain a master schedule of recruiting activities across all programs.
  - Coordinate recruiting activities to maximize recruiting effectiveness.
  - Manage the development and distribution of OB recruiting materials
  - Maintain contact database of recruiting sources and locations.
  - Establish relationship with universities and similar programs within the assigned program or region.
- Create weekly recruitment reports and updates.
- Evaluate and report on annual recruiting and staffing efforts.

### **Secondary Duties and Responsibilities**

- Create an intern protocol that serves in the effort to recruit, hire and retain a diverse staff population.
- Periodic site visits/status checks on new staff.
- Assist with new hire paperwork as needed.
- Complete recruiting research on competitive programs and



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recruiting methods.

- Additional projects as assigned by the VP of Human Resources and/or Staffing Director.

**Knowledge and Skills**

- Knowledge of recruiting and interviewing systems.
- Ability to work both independently and cooperatively as a team member.
- Detail oriented with good organizational skills.
- Able to prioritize and work on multiple projects simultaneously.
- Very strong and effective communicator, both written and oral.
- Proficient with PC in Word® and Excel®.
- Self directed, creative and flexible.

**Education and Work Experience**

- Bachelor degree and 2-3 years experience in community based organizations or any similar combination of education and experience.
- National experience coordinating initiatives for youth of color preferred.
- Outdoor experience preferred.

**Physical Requirements**

- Sitting at desk or computer 50% of time.
- Travel to visit basecamps and attend recruiting functions up to 50% of time.