



**OUTWARD  
BOUND**

*Position:* Mid-Atlantic Center Staffing Manager

*Location:* Baltimore Center

*Reports To:* National Staffing Director

*FLSA:* Exempt

*Date Updated:* April 16, 2008

## **JOB DESCRIPTION**

### **Summary**

The Mid-Atlantic Center Staffing Manager is responsible for the hiring and scheduling of all instructional staff in Baltimore and Philadelphia. The Staffing Manager works closely with local Program Directors, as well as the Staffing Group across OBUSA. This position also serves as the HR Representative for the Mid-Atlantic Centers and performs a wide range of HR functions.

### **Essential Duties and Responsibilities**

- Works with national recruiting team to get new field staff hired.
- Coordinates with program management to help advertise and fill program level administrative positions.
- Rehire field staff annually, including course scheduling, required paperwork, etc.
- Is a member of the affiliated staffing group that meets weekly to tackle issues, share staff and provide consistency across OB.
- Works closely with PD's and APD's of both centers to:
  - Schedule appropriate staff to courses.
  - Monitor and maintain the staff training master plan, including tracking certifications.
  - Evaluate, track and provide regular feedback for instructors, course directors and instructional teams to ensure effective growth.
- Helps identify general training and development needs for instructional staff and disseminates all related information to field staff.
- Serves as the HR Rep for the region in relation to OB requirements for benefits, workman's compensation, payroll, etc.
- Responsible for tracking and submitting payroll for all staff, including credits accumulation.
- Responsible for fingerprinting and submission of all background checks as needed on staff and the tracking of the information.
- Maintains personnel files.
- Perform other duties as defined by supervisor.



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### **Knowledge and Skills**

- Able to establish positive relationships and to work as an effective team member.
- Willingness to travel.
- Availability to work some weekends during peak season.
- Willingness to work in the field, if required, and/or to observe instructors at work in the field.
- Strong oral and written communication skills.
- Knowledge of OB programs and skill requirements.
- 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®.

### **Education and Work Experience**

- Bachelor degree and 2-3 years experience in the outdoor education/experiential learning field or any similar combination of education and experience.
- Field/instructional experience in an outdoor experiential education program, preferably Outward Bound, is highly desired.

### **Physical Requirements**

- Sitting at desk or computer 90% of time.