



Thompson Island Outward Bound Education Center

Position: Staffing Director

Reports to: VP of Programs

Duration: Full time, year round

Location: Boston, MA (Thompson Island)

Summary: The Staffing Director works with Vice President of Youth Programs (VP) and the Associate Program Directors to facilitate, manage and coordinate the staffing of ALL on-island and off-island courses inclusive of open enrollment courses, youth contracts short and extended, CHOICES in-school and expeditions for the Programs department. The Staffing Director assists in recruiting, hiring and training field staff, coordination of all employee issues and housing arrangements and participates in all community and employment related recruitment events to allow for adequate, safe staffing levels.

Principle Responsibilities

- Ensure all youth courses are staffed appropriately
- Develop & implement annual field staff recruitment plan (with VP of Programs and APDs)
- Develop and distribute recruiting materials (with VP of Marketing)
- Respond to all requests for employment and volunteer opportunities
- Administer the application and hiring process.
- Manage/supervise Staffing Coordinator
- Coordinate in conjunction with Program management ALL Staff Trainers and Training schedule
- Ensure that field staff attend appropriate trainings and track instructor skill development
- Develop strategies to promote staff retention (with program management team)
- Coordinate communications & maintain partnership with OB Urban Centers Staffing Group
- Manage payroll with fiscal responsibility
- Develop and manage annual budget for the department
- Make appropriate wage, rate and incentive recommendations based on industry standards
- Administer background checks and ensure maintenance of staff personnel files & databases
- Maintain annual center-wide program calendar to ensure courses are staffed appropriately
- Manage wilderness medicine courses
- Manage professional discount programs with equipment/clothing retailers
- Coordinate health benefits for program staff

Qualifications

- Working knowledge of industry standards on certifications in all appropriate outdoor venues
- Demonstrated ability to build rapport & work as an effective team member in a diverse community.
- Strong written, oral and electronic communication skills
- Strong organizational skills
- Ability to multitask in a high stress environment
- Competency with Excel spreadsheets, property management systems, computer databases, word processing and budgeting.
- 4 year undergraduate degree, preferable
- Crisis management expertise
- Adept at negotiation skills
- Willingness to except and promote core values and mission of the organization
- Strong understanding of Safety Framework as it applies to staffing
- Energetic, engaging, compassionate individual with a true sense of integrity
- Valid drivers license

To Apply:

Email your resume and cover letter to Jess Simmons, Associate Program Director,
jsimmons@thompsonisland.org or to Jess Simmons, C/O TIOB, PO Box 127, Boston, MA 02127