JOB DESCRIPTION

Summary
The Associate Director of Safety for Outward Bound USA works with the Vice President (VP) of Safety to provide support and oversight of program safety and quality to all Outward Bound Schools in the USA. This position also works closely with the Risk Management Officer and the Administrative Support Coordinator for the Safety Department. The Associate Director of Safety may also interact and provide support to the Executive Director of OBUSA.

Essential Duties and Responsibilities

Safety and Program Operations

- Lead National Safety System Audits of Outward Bound Schools
- Assess and respond to any ongoing or acute safety issues within Outward Bound Schools
- In collaboration with the VP of Safety, Safety Committee of the Board and representatives of individual Schools, suggest and make appropriate revisions to the National Safety Standards
- Lead a collaborative process with School Safety Directors to propose revisions to the Outward Bound Field Policies and Procedures
- Liaison with Risk Management to identify safety related factors that may affect Risk Management decisions

Safety Committees & Teams

- Facilitate regularly scheduled calls with the Safety Directors from the eleven Outward Bound Schools around the US
- Plan and execute the annual face-to-face Safety Director meeting
- Participate in all Outward Bound Safety Committee of the Board and Crisis Response Command Team meetings/conference calls
- Participate in the crisis management of significant incidents

Incident Management and Investigation

- Lead or manage investigations of any significant incidents within the Outward Bound system as assigned by the OBUSA Executive Director or VP of Safety
- Lead or support internal incident investigations as assigned

Incident Analysis and Safety Reporting

- Provide oversight of the incident reporting database; train Schools to input data/run reports
- Perform ongoing monitoring and quality control of incident report data entry
- Produce Trimester and Annual Reports based on analysis of incidents
• Analyze data for national trends and share pertinent information with others including: school staff, VP of Safety, OBUSA Executive Director and Safety Committee of the Board

Medical Screening
• Collaborate with Wilderness Medical Associates to update medical screening guidelines
• Convene annual screeners meeting
• Provide advice and consultation to screeners on individual screening decisions and program design, as it relates to screening criteria

Secondary Duties and Responsibilities
• Represent Outward Bound on the Wilderness Risk Managers Steering Committee or Co-Sponsor Group
• Represent Outward Bound USA to other organizations, associations, the public, and industry associations as determined by the VP of Safety, including making presentations on various aspects of safety and in support of Outward Bound’s mission
• Represent Outward Bound USA as a member of an Outward Bound International Program Review team, world-wide
• Additional duties as assigned

Knowledge and Skills
• Knowledge of OB mission, philosophy and programs
• Have a solid base of technical skills and understanding of skill requirements needed to deliver OB programs
• Strong working knowledge of the multiple legal issues in outdoor education including, marketing, medical assessment, risk release, development, staff training, etc.
• Strong understanding and experience with various incident analysis/root cause analysis methods
• Experience in crisis management including:
  o Developing and managing national emergency response plans
  o Interacting with family, media, and legal representation in the initial response
  o Practice of providing initial administrative presence in the field in the event of a fatality (e.g. staff support, investigation initiation, managing local agencies relationships)
• Ability to work both independently and cooperatively as a team member
• Possesses a ruthless attention to detail; has excellent organizational skills
• Strong and effective communicator, both written and oral
• Strong computer skills including: Word and Excel. Is proficient with Power Point and able to use it to develop effective presentations.
• Is able to manipulate data produced from database for analysis
Successful applicant will possess the interpersonal skills and versatility to effectively build relationships across a broad spectrum of partners

Ability to problem-solve, prioritize and manage multiple tasks successfully within tight timelines and high stress

At a minimum, holds a current Wilderness First Responder Certification

Education and Work Experience

Bachelor’s Degree with 10+ years of position related experience

Prior instructing experience for Outward Bound or other wilderness expeditionary organization required

Experience conducting investigations of significant field incidents, including fatalities, and/or serious injury, including report writing and working with counsel

Personal extended expedition experience in the US and internationally is preferred

Flexibility and a sense of humor are essential

Location and Physical Requirements

Ability to travel to remote and austere locations to perform Safety Reviews; able to care for oneself in the field and carry loads up to 50 lbs

Position requires travel for reviews and audits; total travel time could equate to 25%

Is available for emergency response as needed

Position is located in Golden, Colorado

Compensation and Benefits

Full time salaried position with benefits including health, dental, and vision insurance, short term disability and long term disability; eligible to participate in a 403b plan.

Salary commensurate with experience

To Apply

Follow the link to submit your letter and resume:  Associate Director of Safety