



HURRICANE ISLAND OUTWARD BOUND SCHOOL

Costa Rica Program Coordinator

Location: Tres Rios, Cartago Province, Costa Rica

Reports to: Outward Bound Costa Rica Program Director (CRPD)

FLSA: 3 months, Exempt

Date Updated: March 2025

Hurricane Island Outward Bound School (HIOBS) is a non-profit educational organization and an independent member of the federated Outward Bound (OBUSA) national network. Our educational approach is rooted in the challenging and supportive environment of the outdoors and grounded in the science of learning development. The skills students learn on course help them demonstrate long-term outcomes that include self-actualization, social responsibility, and leadership. Our vision is a more resilient and compassionate world, with more resilient and compassionate citizens.

HIOBS annual revenues are currently in the \$4-5 million range with a mix of both earned revenue (tuition) and raised revenue (contributions and grants). We primarily operate wilderness-based programs in Maine and Florida with extended program operations in Central America and the Bahamas. HIOBS is also a leader in experientially based leadership and team development programs for businesses and organizations across the country. HIOBS currently employs 25 full-time staff and over 100 seasonal employees.

POSITION SUMMARY

Program Coordinators (PCs) are integral to the program operations of all program lines at the Hurricane Island Outward Bound School. PCs are key members of the basecamp leadership team, delivering exceptional management, support, and resources for our courses, students, and staff. The position assists with oversight of day-to-day basecamp and program operations, serves as a member of the on-call field response team, plays a supervisory role for Instructors, and provides ongoing leadership to field staff and to the HIOBS community. The PC reports to the Outward Bound Costa Rica Program Director.

PCs are responsible for the coordinated effort of day-to-day program operations, overseeing the safety, quality, and educational effectiveness of courses. Responsibilities include supervising, mentoring, and evaluating instructors, collaborating with program leadership to ensure program needs are met, maintaining communications with parents and service organizations, liaising with administrative staff, overseeing local program emergency response system, and participating in an emergency on-call rotation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Basecamp Leadership

- Serve as a member of the program delivery team, provide community leadership, and role model Outward Bound's core values.
- Serve as a member of the On-Call and Emergency Response team for field communication and emergencies, including managing evacuations.

- Oversee course delivery and programming at the basecamp including building course resources, managing pre-and post-course briefing protocols, course reporting and incident reporting, coordinating PC efforts, and maintaining a strong culture of safety.
- Provide mentorship for Field Staff and act as a resource. Ensure instructor's thorough completion of all tasks and paperwork.
- As time permits and as assigned by the Program Director, take on special projects such as training design and facilitation, course area reconnaissance, maintaining facilities, resource file creation, etc.
- Specialize In a unique program population (ex. Middle School/Teen, Young Adult/Adult, Educational Partners, etc.), as discussed with Program Director, and lead training and professional development opportunities on how to best support this population.

Program Operations

- Facilitate day to day program oversight and field support needs including but not limited to:
 - Course prep and debrief
 - Instructor mentorship and goal tracking
 - Oversee all support needs including managing resupplies, evacuations, and in-the-field visits, and other course components
 - Communication with parents/guardians/partners
 - Serve as member of the On-Call System
 - Prioritize Observation and assessment during field visits
- Instructing as needed (not to exceed 30% of workload)

Safety & Risk Management

- Adhere to all local operating procedures, safety policies, and emergency procedures outlined in the staff handbook and field staff manual (BLABS).
- Ensure compliance with OSHA workplace safety standards, and safe food handling practices.
- Report safety concerns and any incidents to supervisors or the Safety Director.

PHYSICAL REQUIREMENTS

- Sitting at a desk or computer up to 60% of time.
- Be able to carry loads of up to 60 pounds.
- Able to work long hours doing physical work.
- Actively engaged in physical tasks 40% of time.
- Ability to participate in vigorous physical activity in a wilderness setting, including running, backpacking, swimming, paddling, surfing, and/or climbing.

KNOWLEDGE AND SKILLS

- In depth knowledge of wilderness-based education and the skill requirements of program areas and activities.
- Expedition experience in and/or familiarity with one or more of the HIOBS program course areas preferred.
- Proficient technical skills in Backpacking and at least one of the following areas: Whitewater paddling, SCUBA, or surfing.
- Strong facilitation skills and confidence facilitating challenging conversations with staff, students, parents, and peers.
- Ability to solve problems, innovate, prioritize and manage multiple tasks successfully within tight timelines.
- Strong management skills and task follow-through resulting in measurable success.
- Detail oriented with good organizational skills and ability to prioritize.
- Strong and effective communicator, both written and oral.

- Hold current certifications in WFR and CPR.
- Maintains an excellent driving record

EDUCATION AND WORK EXPERIENCE

- 3 years of Wilderness Education experience (HIOBS or OB experience Preferred)
- 1 or more years of mentorship experience required

COMPENSATION AND BENEFITS

- The Program Coordinator is a 3-month, full-time position, approximately 5 days per week with flexibility to work nights and weekends
- Pay range is pro-rated off from an annual salary of \$37,200-\$47,200
- Program Coordinators will be paid a per diem wage for up to 65 days of work between the months of June and August 2025. Exact date range to be determined with your supervisor.
- Access to HIOBS' Employee Assistance plan including complimentary mental health counseling
- Eligible for gear discounts through HIOBS Pro deals
- Opportunity to gain managerial experience and mentorship
- Paid training opportunities
- Rustic and comfortable housing and basic board are provided while working during the contracted time period. There is also close access to bathrooms, wireless internet, and kitchen. Residing on-site is not required.

EQUAL EMPLOYMENT OPPORTUNITY

HIOBS is an equal opportunity employer and works to include diversity amongst its staff. HIOBS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law.

Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.

APPLICATION INSTRUCTIONS

Qualified applicants should submit a letter of interest and resume to jobs@hiobs.org.

The application period is open until the position is filled.