

<b>POSITION:</b> Associate Director / Director of Safety and Training	
<b>REPORTS TO</b>	Chief Education Officer
<b>START DATE</b>	March 1, 2020
<b>DURATION</b>	Full Time, Year-Round, Exempt
<b>LOCATION</b>	Thompson Island, Boston, MA

### POSITION SUMMARY

The Associate Director/Director of Safety and Training is responsible for managing all safety and training related initiatives and obligations within the programs department while overseeing safety management across all departments. As safety director, s/he represents Thompson Island at meetings of the Outward Bound USA National Safety Directors. Safety related responsibilities include leadership of safety risk management, monitoring safety culture and performance of program and non-program operations, responding to and managing critical incidents, creating and distributing policies and procedures, and managing safety reviews and audits. This role will also assist other senior level personnel with organization-wide safety initiatives and obligations outside the programs department. Training related responsibilities include the development and delivery of all field staff training and professional development opportunities within the programs department, as well as managing and ensuring the fulfillment of all Outward Bound Professional Learning Lab (OBPLL) initiatives and obligations. With respect to safety, s/he has a direct line of reporting to the Chief Executive Officer and participates in safety-related and operational discussions at the senior leadership level.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Safety and Risk Management

- Manage and ensure the fulfillment of all OB USA safety policies and obligations as set forth by the National Safety Standards and OB Field Policies and Procedures.
  - *This role may be referred to by OB USA documents and personnel as the "Safety Director".*
  - Identify and address current and emerging safety issues at TIOBEC
  - Is authorized to provide advice and recommendations on all safety risk management to School ED, School BSC and School BOD.
  - Draft measurable annual safety goals (and submit to ED for approval) and manage and support the School in meeting those annual safety goals
  - Assess School safety performance annually and produce actionable reports on incident data, findings, and analytics.
  - Convene teams for specific safety initiatives, as necessary
  - Lead the School's efforts to continuously improve safety management practices.
  - Ensure staff are provided with resources, communications, training, guidance and assistance to execute their roles safely.
  - Ensure program administrators and field staff receive the proper training, and resources necessary to properly assess risks and implement effective countermeasures (rules, procedures, standards, communications, etc.) to manage risk to an acceptable level.
  - Manage Incident Reporting: review all incident reports and analyses, ensure accuracy of data and analyses, and collaborate on generating Trimester and annual safety reports.
  - Participate in the National Safety Directors Committee Meetings and other when required.
  - Participate in Safety Audits and Reviews of other Schools.
- Manage and maintain TIOBEC's records in the OB USA incident reporting and attendance database.
- Manage all TIOBEC safety reviews and audits.

- Respond to and manage safety related incidents, including but not limited to, incident investigation and analysis, implementing and managing the emergency response plan (ERP), and liaising with OB USA's Safety and Risk Management Offices.
- Maintain, develop, and enforce a body of TIOBEC field policies and procedures that support safety management by guiding action, promoting judgment and supporting effective situational thinking.
- Schedule and conduct field visits.
- Be familiar with OSHA guidelines and coordinate compliance and management of policies and regulations with the Operations Team and VP of Administration
- Deliver safety training for a variety of audiences and topics.
- Supports the Board Safety Chair to facilitate quarterly meetings that enable meaningful and effective Board-level oversight and support of safety culture and management
- Manage the creation and implementation of the safety budget.

### **Challenge Course**

- Oversee all challenge course operations, maintenance, and challenge course staff training.
- Manage the challenge course and safety budget.
- Manage the annual external inspection of the high ropes challenge course and ensure it passes.
- Oversee the annual Massachusetts state licensure process and compliance.
- Ensure that TIOBEC's challenge course policies and practices are aligned with industry standards, specifically ACCT and OB USA policies.
- Conduct routine internal inspections and maintenance of all low and high challenge course elements. Conduct routine cleaning and maintenance of TIOBEC's challenge course equipment.
- Assist with the construction of any new challenge course elements.
- Organize and inventory challenge course equipment and storage facilities that are both commensurate with safety standards and meticulous cleanliness.
- Collect challenge course related incident data collection and provide analysis with an emphasis on continuous improvement and compliance with TIOBEC's annual safety goals and objectives.
- Maintain an electronic inventory of all challenge course equipment with an emphasis on manufacturer lifespan, fiscal responsibility and loss prevention.
- Serve as Lead Site Manager

### **Training and Professional Development**

- Lead the process and the team in developing and delivering a comprehensive and responsive training program, inclusive of evolving programmatic needs and emerging opportunities (e.g. OBPLL products). This may include leading sections of training.
- Develop, coach, and enforce training consistencies to support inter-trainer reliability and a culture of feedback and continuous improvement; this may include best practices, survey instruments, lesson plan templates, and schedules.
- Develop and maintain a portfolio of external trainers. Serve as the primary point of contact for vetting, scheduling, and compensating external trainers.
- Oversee and ensure the fulfillment of all OBPLL initiatives and obligations.
  - *This role may be referred to by OBPLL documents and personnel as the "Practice Lead".*
- Collect, filter, and disseminate all internal and external individual professional development opportunities to employees of the Programs Department.
- Partner with Programs Department colleagues and the Human Resources Department to track all professional development and certifications of program team members.

- Collaborate with OBUSA, OMSG, TIOBEC program team, and program heads across the OBUSA system of regional schools and national offices
- Ensure field programs are led by appropriately trained, qualified staff
- Assist the Chief Education Officer with department-wide events or meetings.

### **General Workplace Responsibilities**

- Coordinate and liaise with all departments on the intersection of safety with all elements of our work and well-being, i.e. HR working with mainland office management, Development visitors and medical screening, Kitchen OSHA regulations and topics including our communicable disease policy, employee handbook, physical plant maintenance and non-program events.
- Support and manage the emotional and physical safety of the TIOBEC work environment
- Participate in organizational meetings as necessary.
- Course direct, facilitate, belay monitor, and/or site manage as needed or requested by your supervisor.
- Acquire and maintain all pertinent certifications, including, but not limited to OBPLL, challenge course, medical training.

### **ACCOUNTABILITIES**

#### Supervision

- Challenge Course and Safety Coordinator (2021)
- Site Managers

#### Key Relations:

- Chief Education Officer
- All Program Directors
- Human Resources
- Director of Operations and Waterfront
- Waterfront Manager
- Maintenance Staff
- MVOB Captains and Deckhands
- Other Program Managers and Course Directors
- Senior Management Team

### **QUALIFICATIONS**

- A bachelor's degree and 2 - 3 years of commensurate experience.
- Knowledge and field experience with urban school-based programs and outdoor education.
- Experience, training and evaluating youth development staff.
- Experience with incident management, investigation, and analysis.
- Experience working in a school, educational, or youth support setting required.
- Familiarity with the Boston Public School system preferred.
- Proven success operating in ambiguous and changing environments
- Excellent written and oral communications skills.
- Excellent time management, prioritization, and organization skills.
- Familiarity with computer based systems like Microsoft Word, Excel and Google Drive. Experience with Customer Relations Management databases (i.e. Salesforce) a plus
- Passion for the philosophy of Outward Bound.
- Familiarity with backpack and kayaking courses and all activities delivered in TIOBEC course area a plus

## WORK CONDITIONS

- Be prepared to be on call and or report to the island or course when emergency situations arise
- Expected to be on call in rotation with the Program Leadership when students and/or staff are in the field
- While the position will work on the island, expect to spend time working from our mainland office and partner schools.
- Environmental fluctuations are typical of the New England coast, and can include hot, humid weather, and cool, rainy, and windy coastal weather; must be comfortable working outside in either of these extremes for extended periods of time.

## PHYSICAL REQUIREMENTS

- All positions reporting hours to the island, are asked to assist loading/unloading cargo from the boat as able. This involves lifting and walking with parcels upwards of 50lbs on and off moving docks and up/down ramps
- Must be able to be on feet an average of 5+ hours per day.
- Must be comfortable on board a variety of boats and working around the water.
- Must have the mental and physical stamina to work long hours in inclement weather (heat, humidity, high winds, rain, etc.)
- Must have the mental and physical stamina to maintain a high quality of job performance while working in a dynamic fast-paced environment, often performing hours exceeding typical workday.

## COMPENSATION AND BENEFITS

Competitive salary, commensurate with experience. Employer sponsored health insurance with the option to select between three comprehensive, valuable plans. Premier dental plan. 401(k) retirement plan with competitive match. Generous paid time off including, vacation, holidays, personal days, parental and sick leave. Flexible scheduling, pursuant to position. Work that engages a diverse and dynamic community of educators and learners, with the shared vision of shaping a better future for Boston students. A quality work life in Boston's vibrant Seaport district with frequent access to the natural wonders and positive impacts of Thompson Island.

*Thompson Island Outward Bound Education Center is an equal opportunity employer and actively seeks staff as diverse as the communities it serves. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*