

**Odyssey Wilderness Programs, Inc.**

1106 Harris Ave. Suite 201

Bellingham, WA 98225

**JOB DESCRIPTION**

**FIELD MANAGER**

JOB SUMMARY

The Odyssey Field Manager will be in charge of leading the daily operations of the Logistics Department, managing Field staff scheduling, and facilitating pre-course training sessions. This role is at the center of the Odyssey program, as every other position will have either daily or weekly contact with the Field Manager. This position requires a person that can multi-task, be well organized, and have the ability to work well under pressure. Management of people is the key aspect of the Field Manager's job, and communication skills must be efficient and effective. The Field Manager will work both in the office setting and in the field, both in the Coastal Hiking and Longboat Sailing environments. It is essential the Field Manger have the ability to work well with people, enjoy problem solving, and have a solid foundation of wilderness skills. The Field Manager also has a permanent seat on the Odyssey Leadership Team. This role will be highly rewarding for a person with developed leadership skills and will provide a unique level of experience and knowledge.

ESSENTIAL FUNCTIONS

- Lead the daily operations of the Logistics Department, which includes staffing and scheduling, meeting regularly with Logistics staff, and providing transportation support when needed.
- Designated I.T. Instructor. Will be a member of the I.T. Instructor team during scheduled Spring and Summer Instructor Training courses.
- Assist in managing the work scheduling of Field staff.
- Plan and facilitate pre-course training days with Field staff.
- Manage the daily call-in system from the Field staff.
- Facilitate performance evaluations with Field staff on the final day of expeditions.
- Communicate effectively with Field Therapists and relay information to the Field staff.
- Make regularly scheduled trips into the field to provide support to the Field staff and monitor and record operations.
- Manage the staff "on-call" schedule and respond to Field emergencies as needed.
- Attend monthly Odyssey Leadership Team meetings and participate in team decisions and operations.
- Attend weekly Odyssey Treatment Team meetings.
- Attend weekly pre-course staff meetings.

## JOB REQUIREMENTS AND QUALIFICATIONS

### 1. Education and Training

- Bachelor's degree in a human and health services field preferred, but not required.
- Must have training in wilderness medicine and have wilderness program management experience.

### 2. Licenses and Certifications

- Must have a valid and current Wilderness First Responder certification or equivalent.
- Wilderness EMT certification is preferred, but not required.

### 3. Knowledge and Experience

- Must have at least 2 years experience working in the outdoor industry.
- Must have extensive backpacking and outdoor living experience.
- Must have at least minimal sailing experience.
- Must have the ability to work well under pressure and be well organized to manage people effectively.

## OTHER JOB REQUIREMENTS

- Must have the ability to maintain good working relationships with clients, employees, and industry professionals.
- Must have effective oral and written communication skills, including the ability to clearly express thoughts and ideas to others.
- Must have the ability to maintain confidentiality of files and other documents.
- Must be able to work with money and cash receipts and keep up-to-date expense records.
- Must dress in a professional manner.
- Must have a valid driver's license and good driving record.
- Must have a demonstrated record of good work attendance and reliability.
- Must be flexible in work habits and work schedule.
- This position requires a professional demeanor and an orientation toward excellent client services.

## SPECIAL INFORMATION

### Extensive Travel Required

Must be willing and able to drive long distances to travel to course areas. Driving days can range between 1 - 10 hours.. In addition, the Field Manager will be required to hike in to meet with Coastal Hiking groups with a backpack weighing up to 70 pounds. Inclement weather is common in the Olympic National Park and can be hazardous at times.

### At-Risk Teen Population

Odyssey serves a struggling, at-risk teen population. Working directly with an at-risk teen can be unpredictable at times and Field staff must be willing to take risks associated with working with this population in a wilderness environment. These risks can be further discussed and evaluated with program administration.

## WORK SCHEDULE

### Overview

The Field Manager position is a full-time position only. Work schedule is Monday - Friday, approximately 9:00am to 5:00pm. Because this is a salaried position, the Field Manager will not be required to keep regularly scheduled hours and will not clock in or out. It is a common scenario for the Field Manager to not work in the morning, and work until late in the evening or vice-versa. This position requires flexibility and a willingness to work at odd and sometimes long hours.

### Weekly Schedule

A typical weekly schedule is as follows:

#### Monday

- Lead the weekly Logistics Department meeting.
- Manage taking Inventory of the web locker course food and equipment.
- Place orders of food and equipment needed.
- Plan Pre-Course Training.

#### Tuesday

- Day 6 Field Visit (non-course week).
- Facilitate Tuesday Pre-Course Training (course week).

#### Wednesday

- Facilitate Wednesday Pre-Course Training (course week).
- Attend staff meeting.
- Facilitate Performance Evaluations of Field Staff.

#### Thursday

- Day 1 On-Call.
- Respond to Day 1 needs.
- Attend Treatment Team Meeting.

#### Friday

- Work with the Logistics Department to clean and maintain program vehicles.
- Work with the Logistics Department to clean and maintain web locker.
- Prepare for following week.

### Seasonal Schedule

The Field Manager begins work the first Monday of April and ends the season on the last work day of September. This 6-month contract is a salary position, paid bi-weekly in accordance with regular payroll procedures. Salary will depend on management and wilderness experience.