



COLORADO OUTWARD BOUND SCHOOL

Position: Logistic Coordinator

Location: Leadville, CO and Moab, UT

Department:

Reports To:

FLSA:

Position: Seasonal

Date Updated: December 2021

Organizational Overview

The Colorado Outward Bound School (COBS) is a non-profit adventure-based education organization that emphasizes personal growth through challenge and experience. For over 60 years our wilderness courses have focused on inspiring responsibility, teamwork, confidence, compassion, and environmental and community stewardship.

Commitment to Diversity, Equity, and Inclusion

Colorado Outward Bound School celebrates diversity and strives to create an inclusive environment for all employees. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, nation origin, age, genetic information, disability, veteran status, or any other basis covered by appropriate law. All employment is based on qualifications and business needs.

We want to be transparent with all applicants that working at the Colorado Outward Bound School means joining a growth-minded community where we are actively dismantling our organization's white supremacy culture. This conversation shows up at all levels of the organization – in our trainings, in our meetings, on our courses, and in our daily lives. Anti-racism and diversity, equity, and inclusion work can be messy at times and [we remain committed](#) to navigating that together. Challenge and discovery are what we do and (un)learning is a fundamental part of our practice. COBS was originally built for and by white men, and now in support of our community members with marginalized identities – at COBS, in the outdoor industry, and beyond – we are actively working on changing that story to support individuals with different identities to empower themselves as we address barriers related to race, culture, socioeconomic, ability, gender, identity, geographic location, and mental health. While we are committed to learning and making necessary changes, we recognize we have a long way to go and want to notify applicants of that up front.

Position Summary

The COBS Logistics Coordinator (LC) position is an entry level support role based in either the Southwest Program (SWP) of Moab, Utah or the Rocky Mountain Program (RMP) of Leadville, Colorado. It is a seasonal role starting in mid-May and ending in late August.

The Logistics Coordinator works under the supervision of the Warehouse Manager, Logistics Manager, or APD of Logistics and is responsible for managing course related needs such as transport, gear, and food for our primarily wilderness-based courses. LCs also support course needs before and after course through supporting Instructors and Course Directors, planning and packing, supporting evacuations, as well as course debrief paperwork.

LCs need to be flexible and hardworking with a commitment to customer service, which is an essential element to the success of a safe and quality student experience. An LC must have the ability to problem solve along with have the capacity to develop a logistics 'vision' and design systems to support this vision.

Essential Responsibilities and Duties

- Deliver the Outward Bound Mission and Education Framework through logistics (e.g. framing logistics to students with excellence, compassion, service, etc.). Utilizing the logistics role to educate students about character development, leadership and service
- Oversee logistical systems that include food planning for up to 40 people, tracking, managing and repairing gear, and providing valuable feedback to continue improving course quality and the student experience
- Function as a driver for course events. Operating large vehicles and driving on 4x4 roads is a common function of the job. Additional trailer training and long-distance driving with a trailer may also be required
- Orient new or returning staff to the location and logistic procedures for the course. Also establish expectations with staff about their role within these logistics systems



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- Contribute to the maintenance of our vehicle fleet through vehicle checks and communicating necessary repairs
- Follow warehouse and basecamp systems to ensure a high functioning basecamp and program. Packing, cleaning, repairing, and inventorying of gear and food
- Participate in the emergency on-call system by supporting evacuations and responding to field emergencies when needed
- Adheres to all local operating procedures, safety policies and emergency procedures outlined in the Field Staff Manual and Employee Handbook
- Provide clear, effective and timely communication with an Instructor, Course Director, Supervisor, or other staff. Committed to openly sharing and receiving feedback from staff
- Committed to building a sustainable, equitable, and inclusive work environment where diversity is celebrated and valued across the COBS community, and our staff & students feel a sense of belonging.

Education and Work Experience

- Medical Certification: First Aid & CPR at minimum
- Mental Health First Aid Certification: Available trainings can be found at <https://www.mentalhealthfirstaid.org/population-focused-modules/youth/>
- Valid Driver's License
- Held Driver's License for 5 years
- Demonstrates the ability to behave as a role model for students, able to manage a range of student behaviors in a positive manner
- Experience working with youth
- Ability to effectively work on diverse teams or with a diverse range of people
- Ability to demonstrate emotional regulation and balanced decision-making in stressful situations
- High level of professionalism with strong leadership attributes both in work and community environments.
- Flexible, adaptable and open to change
- Strong personal motivation, initiative, follow through and commitment
- Ability to work both independently and cooperatively as a positive team member
- Strong and effective communicator, both written and oral. Ability to give and receive both positive and constructive feedback
- Able to prioritize and work on multiple projects simultaneously

Physical Requirements

- Must be sufficiently fit to participate in all site and course activities and maintain ample energy, strength and focus to aid students and instructors
 - Occasionally has long days, sometimes for up to 16+ hours a day, or possibly more in the case of an emergency
 - Constantly works in outdoor weather conditions, occasionally during poor weather
 - Ability to lift, crawl, bend, carry and pull. Work is sometimes done in confined spaces and at height
 - Occasionally must carry equipment weighing up to 50 pounds
- Ability to participate in vigorous to moderate physical activity including but not limited to backpacking, rafting, and/or rock climbing

Compensation and Benefits

- Starting wage \$105 per day
- Optional Accident Policy available
- Eligible for Professional Deals
- 56 hours sick /year benefit
- Onsite housing option. Meals included in the summer months, depending on the program

Application Process

- Apply for this position on cobs.org



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- Upload your resume and answer the application instructions
- Supplemental documents can be uploaded as appropriate
- Applications accepted on a rolling basis