



Title: Staffing Coordinator

Supervisor: CEO

Reports: Seasonal staff of WA Trips

Teams: Executive Leadership, On-call, Risk management

Location: Jackson, Wyoming

Position Summary

The staffing coordinator manages all staffing for Wilderness Ventures, LLC dba Wilderness Adventures. Formulates long and short-range plans to utilize WA's human assets. Areas of management will include: recruiting, employment, compensation, benefits, employee relations, records, and training. Keeps the organization in compliance with governmental regulations. Develops, recommends, and implements and administers company-wide policies and procedures in order to achieve business goals. Prepares and administers all seasonal human resources policies, procedures, budgets and reports.

The duties of the staffing coordinator also require them to assist and occasionally support with other matters pertaining to staffing: including staff organization of Base Camp, MOLA and Camp New Fork.

As a member of the Wilderness Adventures team, the Staffing Coordinator will be asked to support in other areas of the operation as well, including, but not limited to, sales, operations, logistics and marketing.

Essential Duties and Responsibilities

- Manage the human resources functions for Wilderness Adventures (WA).
- Assist as a resource for human resource functions of MOLA, Camp New Fork and Base Camp. Coordinate and lead all staff training for full time staff members and seasonal staff (classroom sessions, in field training).
- Manage the staff recruitment strategy for WA employment (this could include travel).
- Manage the hiring process for seasonal staff.
- Develop staff policies and procedures, and revise/update as needed; including compensation.
- Coach, develop, and provide performance reviews for our seasonal staff team.
- Work to retain staff from year-to-year by always advancing the company culture of WA. Serve as an on-call personnel during time of high programming (June – August) and serve as a back-up on-call resource when other members of the team are assigned to this duty.
- Manage our staffing systems including Workbright, staff travel and lodging.
- Lead the staff hiring process by interviewing candidates, reviewing their candidacy and hiring.
- Assist with sales calls throughout the year.
- Manage community of alumni staff (via LinkedIn).

- Manage OSHA and workers compensation.
- This position will require occasional travel to recruit and be a representative of WA.

Knowledge, Skills, and Abilities

- Superb organizational skills. Attention to detail is a critical skill needed on our team. This person will continue to innovate. WA is always seeking to do things better than we have done them in the past. The ability to find new solutions and implement them will be critical to the overall success of this position.
- Management skills. Has the ability to work with a variety of different personalities. Engaging in their employment experience and coaching when necessary to achieve business goals.
- Business minded. Approaches the job with creativity and an eye on the bottom line. Understands the business goals of the operation and how revenues and costs work to achieve business goals.
- Ability to identify strengths, weaknesses, threats and opportunities, and develop appropriate plans to meet those needs.
- Coaching ability. Approaches the staff with the ability to coach, support and listen to the needs of our seasonal staff members.
- Flexible. Wilderness Adventures is continually growing and evolving to meet best practices, provide excellent experiences for our students and staff, and engage with families and our community in a positive way. Flexibility to participate in a variety of activities to meet these goals is necessary.
- Bachelor's degree required, or equivalent demonstrated experience.
- Fluent written and spoken English.
- Driver's License required.

Work Environment/Physical Requirements

- Regularly required to talk and hear; frequently required to sit; and frequently required to stand and walk.
- Any physical demands related to travel.
- This job occasionally requires lifting or moving up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and color vision.
- Regularly work a schedule defined by ED and Staffing Director.