



WYOMING CATHOLIC COLLEGE
JOB DESCRIPTION
COR Hiring and Scheduling Manager



Job Title: COR Hiring and Scheduling Manager

Department: COR Expeditions

Status: Full Time w/ benefits

Reports To: Assistant Director

Work Schedule: Office hours are M-F 8:30-5:30. Occasional evening and weekend hours will be required.

Position Summary: The COR Hiring and Scheduling Manager is responsible for recruiting, hiring, and scheduling seasonal staff and interns, adjunct instructors, and full-time staff to meet the needs of the program as well as coordinating seasonal staff and intern benefits such as lodging, meals, and transportation. To accomplish this, they work closely with the Assistant Director and Leadership Team.

Primary Job Responsibilities:

1. **Manage the hiring process for seasonal staff, adjunct instructors, interns, and full-time staff from beginning to end**, including recruitment, the application process, interviews, and offers.
2. **Interview applicants** in conjunction with the appropriate department supervisors.
3. **Collect onboarding paperwork** from all new hires, including payroll paperwork, policy agreements, copies of certifications, driving applications, etc.
4. **Schedule and help facilitate orientation** of new staff in cooperation with the appropriate department supervisors.
5. **Ensure COR hiring and employment practices are in compliance with college requirements** and work with COR and WCC administration and HR staff to ensure that COR's practices follow all federal and state regulations.
6. **Maintain personnel files and professional development records** and ensure that all staff have the proper documents and certifications on file.
7. **Coordinate staff housing** for seasonal staff and interns.
8. **Coordinate the meal plan for interns.**
9. **Schedule shuttles or book flights** as necessary to get staff to and from Lander or their course location when that is offered to them as part of their employment agreement.
10. **Schedule staff** on courses and in the multiple front country roles throughout COR's operations/facilities, taking into account technical abilities, certifications, and requests for time off. Maintain the staff schedule on the COR Calendar as updates are made due to instructor preferences, course cancellations or changes in enrollment, or instructor illness or injury.
11. **Create on-call schedule** for emergency response team.
12. **Update the COR Employee Manual** as necessary as well as other policy documents.
13. **Facilitate exit interviews and other departure details** when staff leave.

Additional Functions/Responsibilities:

1. **Help develop the internship program.**
2. **Help coordinate COR's attendance at conferences.**
3. **Assigning emergency communication devices** and med kits to COR and WCC courses, labeling them, and checking them back in after each course.
4. **Support the Outdoor Leadership Program** of Wyoming Catholic College.
5. **Additional duties** as required. COR is a young organization and the requirements of this position may change as we grow.

Minimum Requirements:

- **Mission-driven** and excited to represent the goals of Wyoming Catholic College, and specifically COR Expeditions to a wide population.
- **Bachelor's degree** or equivalent experience.
- Minimum 4+ years of experience working in **Outdoor Education & Leadership** in an educational setting.
- **2+ years of HR, personnel management, or similar experience.**



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- **Organized** and attentive to details.
- **Strong interpersonal skills** – able to consistently communicate verbally and in writing on a professional level
- **Reliable** – able to maintain confidentiality when working with sensitive information
- **Self-motivated** and proactive, able to work independently and collaboratively
- Ability to maintain a **positive attitude** in the face of changing priorities and deadlines and to be creative with time management.
- Flexibility, creativity, and proven **problem-solving skills** to meet and adapt to the needs of a growing non-profit organization.
- **Motivation and energy to fundraise** and maintain a personal support team (training will be provided).

Preferred Skills/Experience:

- Prior experience working with COR Expeditions and/or the WCC Outdoor Leadership Program.
- Clean driving record and experience driving 12 passenger vans and trailers.
- Proven ability to take initiative, recognize needs, and brainstorm creative ideas/solutions to better meet the needs of COR Expeditions.
- Current WFR (Wilderness First Responder) and CPR certifications.

Additional Details:

Initial two-year commitment for the position is requested, though employment is at-will. The position will be half support based and half paid, meaning **that the employee is expected to fundraise half of their salary**. This will help the Hiring and Scheduling Manager to develop additional buy-in with the mission of the organization, join in the fundraising with the rest of the COR staff, and build the COR support team.

Level of Supervision Received/Given:

Moderate; some projects will have a high level of supervision while others will have little to none.

Special Working Conditions:

This is primarily an office position but may employ a more active role with a variety of tasks and responsibilities.

Timeline:

Applications will be accepted on a rolling basis, but we are looking to fill the position as soon as possible.

To Apply:

Complete a Wyoming Catholic College Job Application at <https://wyomingcatholic.edu/employment-application/> (including resume, cover letter & certifications, backcountry log if applicable).

For More Information: Contact Zach Carlstrom at 307-335-4333 or email zach@corexpeditions.org

COR Expeditions/Wyoming Catholic College does not discriminate on the basis of race, color, religious, national and ethnic origin in its hiring and employment practices.