

STAFF JOB PROFILE

JOB TITLE: Assistant Trail Staff Director

JOB SUMMARY:

1. A key member of the Northern Tier Management Team. Be alert to any opportunity to improve the program and management decisions of the Northern Tier.
2. Assist the Trail Staff Director in supervising the Interpreter Staff.
3. Assist the Training Coordinator with the planning and conducting of staff training.
4. Conduct ongoing evaluation of trail staff with the other members of the Trail Staff Management (TSM) team and arrange on-going training for interpreters.
5. Assist the Trail Staff Director in conducting end-of-season evaluations and provide a summary and recommendations for rehiring interpreter staff.
6. Work with the Interpreter to provide to the crew and the crew advisor the resources to achieve the objectives of the crew.
7. Serve as a Scouting role model to the trail staff and the crews.
8. Share responsibility of nightly Base management coverage from 5:00 P.M. until 8:00 A.M. daily.

PRINCIPAL RESPONSIBILITIES:

1. Assist in the management of the following areas:
 - a. Manage all staff housing. This includes Cabins, Staff Living Units (SLUs), Tents, Tent Pads and Lockers.
 - b. Assist with scheduling Trail Staff to work with crews.
 - c. Maintain the crew housing assignments.
 - d. Assign Interpreters to on-base assignments, i.e. daily duty, special projects, Nocturnal Communications Center (NCC), and possibly to other base departments if necessary.
 - e. Help to ensure that trail staff are
 - i. Able to teach the necessary outdoor skills for a successful trip
 - ii. Are oriented to BSA and Northern Tier policies, procedures, and practices, and
 - iii. Are familiar with the laws and regulations of the Canadian and US governments and their agencies
2. Assist the Trail Staff Director in conducting end-of-season evaluations of Trail Staff. Review the evaluation process and make recommendations for improvements to the evaluation process.
3. Enforce BSA and Northern Tier policies. Ensure that Interpreters are conducting crew trips as planned and in accordance with staff training and Scouting policies and principles including Safe Swim Defense and Safety Afloat standards.
4. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

QUALIFICATIONS:

1. Previous Northern Tier Experience.
2. Ability to complete certification in Wilderness First Responder and CPR.
3. Ability to pass the BSA swimmer test.
 - a. Jump feet first into water over the head in depth, level off, and begin swimming
 - b. Swim 75 yards in a strong manger using one or more of the following: sidestroke, breaststroke, trudgen, or crawl.
 - c. Swim 25 yards using an easy, resting backstroke.
 - d. The 100 yards must be completed in one swim without stops and must include at least one sharp turn
 - e. After completing the swim, rest by floating.
- 4.
5. Minimum age of 21.
6. Have the ability to understand direction and work with Base management with minimal supervision.
7. Friendly and customer service oriented with leaders and staff.
8. Ability to manage seasonal staff and gain respect and support of the staff.
9. Ability to look ahead and forecast needs.
10. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
11. Maintain a current and valid driver’s license in your state of residence and complete your appropriate base driver’s training course.
12. Must be able to complete a Department of Transportation physical.
13. Provide a completed Northern Tier Health and Medical Form.

POSITION REPORTS TO: Trail Staff Director

Signature

Print name

Date