

STAFF JOB PROFILE

JOB TITLE: Assistant Trail Staff Director – Outfitting
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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 Northern Tier.
2. Assist the Trail Staff Director in supervising the Interpreter Staff. Provide direct supervision of the Assistant Bay Post Manager and Outfitting Interpreters
3. Oversee all aspects of the Bay Post.
4. Assist the Training Coordinator with the planning and conducting of staff training.
5. Conduct ongoing evaluation of trail staff, including submitting 15-day and end of season evaluations on all outfitting interpreters, with the other members of the Trail Staff Management (TSM) team.
6. Share responsibility of Nightly Base Management coverage from 5:00 pm until 8:00 am.
7. Work with the Interpreter to provide to the crew and the crew advisor the resources to achieve the objectives of the crew.
8. Serve as a Scouting role model to all staff and crews.

PRINCIPAL RESPONSIBILITIES:

1. Supervise Outfitting Interpreters. Work in consultation with the Trail Staff Director to ensure appropriate staff coverage is maintained in the Bay Post at all times. Ensure that positive Customer Service is maintained in all facets of the outfitting experience.
2. Organize the Bay Post for efficient issue and return of trail equipment. Make sure gear is clean and in good repair. Use "Gear Check-Out Sheets" and hold each crew accountable for the equipment they are issued. Maintain an appropriate inventory and usage records.
3. Responsible for maintaining security in the vault area for crew valuables and the crew locker area.
4. Organize and monitor the flammables storage shed. Maintain an adequate inventory of stove fuel for crews to take on the trail.
5. Responsible for keeping the Bay Post, Tent Barn and surrounding areas clean, neat and orderly.
6. Develop, monitor and direct systems for gear issuing and returning that utilizes the Outfitting Interpreters and that can utilize Interpreters.
7. Help to ensure that trail staff are:
 - a. Able to teach the necessary outdoor skills for a successful trip.
 - b. Oriented to BSA and Northern Tier policies, procedures, and practices.
 - c. Familiar with the laws and regulations of the Canadian and US governments and their agencies.
8. 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.
9. 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. Minimum age of 21.
5. Have the ability to understand direction and work with Base management with minimal supervision.
6. Friendly and customer service oriented with leaders and staff.
7. Ability to manage seasonal staff and gain respect and support of the staff.
8. Ability to look ahead and forecast needs.
9. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
10. Maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
11. Must be able to complete a Department of Transportation physical.
12. Provide a completed BSA Health and Medical Record.

POSITION REPORTS TO: Trail Staff Director

Signature

Print name

Date