

STAFF JOB PROFILE**JOB TITLE: Outfitting Assistant****JOB SUMMARY:**

- 1) Assists with the issuance and return of trail equipment of the Northern Tier Base. This includes the trail equipment stored in the Bay Post as well as equipment sent to the satellite facilities.
- 2) Assists in proper inventory control of trail equipment.
- 3) Assists in keeping the equipment areas clean, sanitary, and organized.

PRINCIPAL RESPONSIBILITIES:

- 1) Helps the Outfitting Management staff in organizing the Bay Post for efficient issue and return of trail equipment.
 - a) Makes sure gear is clean and in good repair. Uses "Gear Check-Out Sheets" and holds each crew accountable for the equipment they are issued. Maintains appropriate inventory and usage records.
- 2) Assists in maintaining security in the vault area for crew valuables. Uses the "Crew Valuables Contract" with each crew that locks their valuables in the vault.
- 3) Assists monitoring the flammables storage shed. Assists the Assistant Trail Staff Director to maintain an adequate inventory of stove fuel for crews to take on the trail.
- 4) Assists the Outfitting Management staff in maintaining the security of the Bay Post.
- 5) Responsible for keeping the Bay Post and surrounding area clean, neat and orderly. This also includes canoe storage areas and the canoe landing.
- 6) Friendly and helpful to crews and staff. Willingly offers assistance and advice that will improve the quality of the experience crews enjoy on their trip to the Northern Tier Program.
- 7) Assists the Interpreter staff and crew members in checking-out equipment and its return and while they are packing equipment and helps with questions about the equipment.
- 8) Plays an active role in camp-wide activities and events. Assists with the evening Voyageur Rendezvous, and other special events.
- 9) Performs 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) Successfully complete base staff training.
- 2) Show ability to work with people and complete tasks with minimal supervision.
- 3) Be a registered member of BSA, Scouts Canada, and the International Camp Staff Program.
- 4) Provide a completed Northern Tier Health and Medical Form

POSITION REPORTS TO: Assistant Trail Staff Director_____
Signature_____
Print name_____
Date