

STAFF JOB PROFILE

<b>JOB TITLE:</b> Trail Staff Director
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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. Lead the Trail Staff Management (TSM) team in supervising the Interpreter Staff, Outfitting staff and OA staff. (Ely only)
3. Conduct ongoing evaluation of trail staff with the other members of the TSM and arrange on-going training for interpreters.
4. Work with the Interpreter to provide to the crew and the crew advisor the resources to achieve the objectives of the crew.
5. Assist the Training Coordinator with the planning and conducting of staff training
6. Serve as a Scouting role model to the staff and the crews.
7. Share responsibility of Nightly Base Management coverage from 5:00 pm until 8:00 am.

**PRINCIPAL RESPONSIBILITIES:**

1. Ensure that the following areas are managed:
  - 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. Ensure that interpreter staff are:
    - i. Able to teach the necessary outdoor skills for a successful trip
    - ii. Oriented to BSA and Northern Tier policies, procedures and practices.
    - iii. Familiar with the laws and regulations of the Canadian and US governments and their agencies.
2. In consultation with other managers on base, assign interpreters to crews, on base work assignments, coordinate trail staff time off and perform ongoing evaluation of the Interpreters job performance.
3. Arrange and provide additional training and skills development of trail staff that need their skills sharpened.
4. Conduct written 15-day and end-of-season evaluations and provide recommendations for rehiring Interpreter staff.
5. 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.
6. Coordinate time off so that a qualified person can cover all Trail Staff Management duties.
7. Complete an End-of-Season report and submit to the ADOP, prior to departure from the base.
8. 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 Management Experience.
2. Ability to complete certification in Wilderness First Responder and CPR.
3. Have the 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 manner 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. 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 Northern Tier's base driver's training course.
11. Ability to complete a Department of Transportation physical.
12. Provide a completed BSA Annual Health and Medical Record

**POSITION REPORTS TO: Associate Director of Program**

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Signature

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Print name

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Date