

STAFF JOB PROFILE

JOB TITLE: Office Clerk - Atikokan

JOB SUMMARY:

- Responsible for customer service for all crews arriving at the Atikokan Base, including crew calls, check in and check out.
- Maintains the office filing system and performs other tasks in the office as needed such as answering phones, data entry, and taking crew photos.

PRINCIPAL RESPONSIBILITIES:

1. Check in crews at Atikokan base in a friendly, timely, and efficient manner.
2. Answer phones in the Atikokan office and a polite and efficient manner.
3. Complete crew calls to all crews arriving in Atikokan and record the information obtained in that call.
4. Take, edit and order crew photos.
5. Assemble the off-the-road and off-the-water crew packets. Maintain the inventory of each item needed to make the packets and updates the materials as needed.
6. Perform data entry on the crew rosters, crew trip evaluations, and other documents as necessary.
7. Use proper accounting procedures in dealing with money on the base including counting, safekeeping, receipts and deposits.
8. Provide support to ensure reports are accurately submitted to Quetico Provincial Parks and Crownlands.
9. Work with the Trading Post Manager to ensure end of day and fishing license reports are completed accurately and on time.
10. Assist with copying, editing, filing, cleaning of main office, mailings, trip itineraries and other duties as required.
11. Supervise seasonal staff members that are temporarily assigned to the office for special projects.
12. Perform other duties as assigned by the Base management. These duties may include such things as dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.

QUALIFICATIONS:

1. Successfully complete staff training.
2. Accuracy in counting money and inventory.
3. Honesty in dealing with the financial needs of the Northern Tier.
4. Keyboarding, data entry, and computer skills.
5. Friendly and customer service oriented with leaders and staff.
6. Ability to supervise other staff members.
7. Ability to work with base management staff with minimal supervision.
8. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
9. Must have current Passport and be able to obtain a Canadian work permit (US citizens only).
10. Complete and submit a BSA Health and Medical Record.

POSITION REPORTS TO: ATIKOKAN BASE DIRECTOR

Signature

Print name

Date