

STAFF JOB PROFILE

JOB TITLE: Atikokan Operations Director

JOB SUMMARY:

- A key member of the Northern Tier Management Team. Needs to be alert to any opportunity to improve the program and management decisions of Northern Tier.
- Manage the daily operation of the Atikokan base departments and in charge when the Assoc. Director of Program and Base Director are not on site.
- Manage the Office, Trading Post, Commissary, Kitchen, and Maintenance staff.
- Have a significant role in planning and conducting the training of the base staff.
- Conduct ongoing evaluation of staff and arrange on-going training as needed.
- Conduct end-of-season evaluation and provide a summary and recommendations for rehiring staff. Review the evaluation process and make recommendations for improvements to the evaluation process.
- Serve as a Scouting role model to the trail staff and the crews.

PRINCIPAL RESPONSIBILITIES:

1. Work through base department managers to ensure all responsibilities are successfully completed.
2. Assist with the planning and conducting of staff training.
3. Supervise the following department managers:
 - a. Food Service: Ensure meals are on time and all health regulations are followed.
 - b. Commissary: Ensure all health regulations are followed.
 - c. Trading Post: Ensure all closeouts and paperwork are correct and submitted on time.
 - d. Base office: Ensure crew check in is conducted professionally and thoroughly.
 - e. Maintenance: Ensure projects are completed and the base facilities are maintained and improved.
4. Enforce BSA and Northern Tier policies.
5. Share responsibility of Base Management coverage from 6:00 pm until 8:00 am daily.
6. Perform other duties as assigned by Northern Tier 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. Minimum age of 21.
2. Previous Northern Tier Management experience.
3. Ability to understand direction and work with base management with minimal supervision.
4. Friendly and customer service oriented with leaders and staff.
5. Ability to supervise other staff. Ability to look ahead and forecast needs.
6. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
7. Maintain a current and valid driver’s license in state/province of residence and complete appropriate base driver’s training course.
8. Have current certification in Wilderness First Responder and CPR.
9. Successfully complete the Ontario Serve Safe Training and receive a valid certificate.
10. 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 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.
11. Have current Passport and be able to obtain a Canadian work permit (US citizens only).
12. Complete and submit a BSA Health and Medical Record.

POSITION REPORTS TO: Atikokan Base Director

Signature

Print Name

Date