

**STAFF JOB PROFILE**

<b>JOB TITLE:</b> Assistant Bissett Director
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**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.
- Assist the Bissett Director in managing the Bissett base. Perform the duties of the Bissett Director in his/her absence.
- Manage staff in conjunction with the other Assistant Bissett Director. Monitor and manage Interpreter trip schedule, additional Interpreter training and Interpreter daily duties. Ensure Interpreters follow base uniform standards.
- Serve as a Scouting role model to the staff and the crews. Act as goodwill ambassador to the local community.
- Assist, participate in and leads Staff Training sessions as needed. Provide ongoing training opportunities for interpreters.
- Work with the Staff to help them be successful in their respective work areas.

**PRINCIPAL RESPONSIBILITIES:**

1. Assist the Base Director in assigning Interpreters to crews, coordinating staffs' time off and performing ongoing evaluation of the staffs' job performance.
2. Friendly and customer service oriented with leaders and staff.
3. Assists with the management of the following areas:
  - a. Trail food outfitting on the Bissett Base. Maintain Commissary inventory, make commissary food orders and oversees Interpreter food packing for both quality and budget management. Fax all invoices to ADOP within 24 hours of receiving them.
  - b. Manage on base food service. Ensure that quality meals are provided to staff and participants and food safety standards are met. Ensure that all meals are on-time and in good quantity. Maintain adequate inventory levels in both the commissary and kitchen areas.
  - c. Manage the Trading Post including inventory management and daily closeouts.
  - d. Supervise crew check-in to ensure all needed documentation is completed accurately and turned in appropriately.
  - e. Perform basic maintenance on base to ensure smooth operation of program.
  - f. Serves as the manager on call when emergencies from the back country are called in and responds appropriately.
  - g. Assign Interpreters to on-base assignments, i.e. daily duties, special projects and to other base needs as necessary. Arrange and provide additional training and skills development for trail staff that need their skills sharpened.
4. Enforce BSA and Northern Tier policies in conjunction with the Director. 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.
5. Coordinate and supervise the nightly special program. Ensure there is a master of ceremonies and all necessary staff are participating. Enforces the BSA and Northern Tier guidelines for skits and songs.
6. Submit an end of season report on the summer's activities with recommendations for changes or improvements, including an end of season inventory for areas of responsibility.
7. Perform other duties as assigned by the Base Director. These duties may include such things as trail clearing, taking crew photos, garbage removal, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

**QUALIFICATIONS:**

1. Minimum age of 21.
2. Previous Northern Tier Experience.
3. Ability to understand direction and work with base management with minimal supervision.
4. Ability to supervise other staff.
5. Ability to look ahead and forecast needs.
6. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
7. Complete and submit a BSA Health and Medical Record.
8. Maintain a current and valid driver's license in your state/province of residence and complete your appropriate base driver's training course.
9. Have current certification in Wilderness First Responder and CPR and 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
10. After completing the swim, rest by floating. Must have current Passport and be able to obtain a Canadian work permit (US citizens only).

**POSITION REPORTS TO: BISSETT DIRECTOR**

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Signature

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Print name

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Date