

STAFF JOB PROFILE

JOB TITLE: Director of First Impressions

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. Supervise the First Impressions Staff including the Off-Water Program Coordinator, the Chaplain, Office Clerk and Health Officer.
3. Oversee the crew check-in process and the off-water program.
4. Conduct ongoing evaluation of all first impressions staff.
5. Conduct end-of-season performance reviews and provide a summary and recommendations for rehiring First Impressions staff.
6. Work with other staff to provide to the crew and the crew advisor the best possible on base experience before and after their trip.
7. Serve as a Scouting role model to staff and crews.
8. Share responsibility of Nightly Base Management coverage from 5:00 pm until 8:00 am daily.

PRINCIPAL RESPONSIBILITIES:

1. Enforce BSA and Northern Tier policies
2. Coordinate time off so that a qualified person can cover all First Impressions Management duties.
3. Oversee all aspects of the crew check-in process including off-road/off-water packet assembly and distribution, permit issuing, fee collecting, parking and medical screening.
4. Oversee the Off-Water program.
5. Complete an End-of-Season report and update the First Impressions Procedures Manual.
6. 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 Experience preferred.
2. Current certification in Wilderness First Aid (minimum requirement) and CPR
3. 21 years or older.
4. Have the ability to understand direction and work with base management with minimal supervision.
5. Friendly and customer service oriented with leaders and staff.
6. Ability to manage seasonal staff and gain respect and support of the staff.
7. Ability to look ahead and forecast needs.
8. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
9. Maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
10. Complete a Department of Transportation physical.
11. Provide a completed Boy Scouts of America Health and Medical Record.

POSITION REPORTS TO: Northern Tier Registrar

Signature

Print name

Date