

**STAFF POSITION DESCRIPTION**

<b>JOB TITLE:     FIRST IMPRESSIONS STAFF</b>
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**JOB SUMMARY:**

- 1) Responsible for proper handling and counting of money from check-in.
- 2) Responsible for assembly of off-the-road and off-the-water crew packets.
- 3) Responsible for data entry on crew rosters and crew trip evaluations.
- 4) Performs clerical work to support the summer program.
- 5) Checks in crews arriving at Ely base.
- 6) Assist with all aspects of the Off-Water program and other history activities

**PRINCIPAL RESPONSIBILITIES:**

- 1) Greet crews in an enthusiastic and friendly manner as they arrive to base and instruct crews where to park vehicles in the crew parking lot.
- 2) Check in crews at the Ely base in a friendly, timely and efficient manner. Explain and distribute permits, collect additional payments, and share pertinent information as necessary.
- 3) Assemble the off-the-road and off-the-water crew packets. Maintain the inventory of each item needed to make the packets and update the materials as needed.
- 4) Use proper accounting procedures in dealing with money on the base including counting, safekeeping, and deposits.
- 5) Under the direction of the Off-Water Program Coordinator, work with base staff and Interpreters to put on the Off-Water program.
- 6) Help to set up and maintain the history display in the Lodge.
- 7) Help to maintain the inventory of props and costumes for the Off-Water program; including washing, caring for and repairing of clothing, gear and props.
- 8) Assist and train other staff in costuming, history and performing for the Off-Water program and other reenactment activities.
- 9) 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) Successfully complete staff training.
- 2) Accuracy in counting money and inventory.
- 3) Honesty in dealing with the financial needs of the Northern Tier.
- 4) Friendly and customer service oriented with leaders and staff.
- 5) Typing, data entry, and computer skills.
- 6) Knowledge of area history including Voyageur and Native American History.
- 7) Ability to work with base management staff with minimal supervision.
- 8) Be a registered member of BSA, Scouts Canada, or the International Camp Staff Program.

**POSITION REPORTS TO: DIRECTOR OF FIRST IMPRESSIONS**


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 Signature

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 Print name

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 Date