

STAFF JOB PROFILE

JOB TITLE: Logistics Coordinator
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JOB SUMMARY:

1. A key member of the Northern Tier leadership team. Be alert to any opportunity to improve the program of Northern Tier.
2. Assist the Trail Staff Directors in coordination of staff and program needs related to all Individual Programs.
3. Work with Individual Program trail staff to provide crews with the resources to achieve the objectives of the crew.
4. Serve as a Scouting role model to the trail staff and the crews.

PRINCIPAL RESPONSIBILITIES:

1. Responsible for the execution of all prescribed activities specific to Northern Tier's Individual Programs (OA Wilderness Voyage, Forest Corps, Lone Voyageur and NAYLE).
2. Aide in the promotion of Northern Tier's Individual Programs and the recruitment of participants.
3. Ensure regular communication with participants prior to their arrival and regular communication with volunteers to coordinate participant transportation.
4. Act as direct vendor, participant, and staff contact for all transportation needs, including transfer of money.
5. Complete an End-of-Season Report and Procedures Manual.
6. Orient staff and crews to the practices, procedures and policies of Northern Tier. This includes obeying the laws and regulations of the US and Canadian governments and their agencies. Violation of these policies and procedures may result in termination of employment.
7. Help to ensure that Individual Program Staff are able to teach the necessary outdoor skills for a successful trip.
8. Enforce BSA and Northern Tier policies and ensure that Trail Staff 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.
9. 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. Previous Northern Tier Experience.
2. Ability to complete certification in Wilderness First Responder and CPR.
3. 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 manner 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.
4. Minimum age of 21.
5. Ability to communicate effectively on the telephone with staff, participants and volunteers.
6. Have the ability to understand direction and work with minimal supervision.
7. Friendly and customer service oriented with participants and staff.
8. Ability to manage seasonal staff and gain respect and support of the staff.
9. Ability to look ahead and forecast needs.
10. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
11. Maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
12. Be able to complete a Department of Transportation physical.
13. Provide a completed BSA Health and Medical Record.

POSITION REPORTS TO: O.A. DIRECTOR

Signature

Print Name

Date