

STAFF JOB PROFILE

JOB TITLE: OA Coordinator

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. Assist the Assistant Trail Staff Director – Individual Programs in supervising staff with direct responsibility over the OA Foremen.
3. Assist the Training Coordinator with the planning and conducting of staff training.
4. Conduct ongoing evaluation and arrange ongoing training of OA Foremen with the other members of the Trail Staff Management (TSM) team.
5. Work with trail staff to provide the crew and the crew advisor the resources to achieve the objectives of the crew.
6. Serve as a Scouting role model to the trail staff and the crews.
7. Share responsibility of nightly Base management coverage from 5:00 P.M. until 8:00 A.M. daily.

PRINCIPAL RESPONSIBILITIES:

1. Responsible for the execution of all activities specific to the OA Wilderness Voyage Program.
2. Aide in the promotion of the OA Wilderness Voyage Program and the recruitment of participants.
3. Assist in the selection of staff for the OA Wilderness Voyage Program.
4. Ensure regular communication with OA Wilderness Voyage Program participants prior to their arrival and regular communication with OA volunteers to coordinate participant transportation.
5. In conjunction with the US Forest Service and Ontario MNR, keep work projects lined up, on schedule and complete regular review of progress throughout the season. Receive approval for any changes in the specifications or routes.
6. Complete an End-of-Season Report and update the OA Wilderness Voyage Procedures Manual.
 - a. The EoS Report must also satisfy the needs and requirements of the US Forest Service, the Ontario MNR and the Order of the Arrow National Committee, listing the number of man hours worked, portages worked on and type of work projects completed.
 - b. A copy of the EoS Report will be provided to Northern Tier Management, the US Forest Service, the Ontario MNR and the Order of the Arrow National Committee.
7. 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.
8. Assist in the management of the following areas:
 - a. Staff housing, including Cabins, Staff Living Units (SLUs), Tents, Tent Pads and Lockers.
 - b. Scheduling Trail Staff to work with crews.
 - c. Maintaining Crew housing assignments.
 - d. Assigning Trail Staff to on-base work assignments, i.e., daily duties, special projects, Nocturnal Communications Center (NCC) and other base departments as necessary.
9. Help to ensure that Trail Staff are able to teach the necessary outdoor skills for a successful trip.
10. Assist the Trail Staff Director in conducting End-of-Season evaluations of Trail Staff. Review the evaluation process and make recommendations for improvements to it.
11. 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.
12. 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. Current certification in Wilderness First Responder (minimum requirement) and CPR.
3. Ability to communicate effectively on the telephone with staff, participants and volunteers.
4. 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. Have the ability to understand direction and work with minimal supervision.
6. Friendly and customer service oriented with participants and staff.
7. Ability to manage seasonal staff and gain respect and support of the staff.
8. Ability to look ahead and forecast needs.
9. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
10. Be a registered member of the Order of the Arrow.
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: ASSISTANT TRAIL STAFF DIRECTOR – INDIVIDUAL PROGRAMS

Signature

Print Name

Date