

STAFF JOB PROFILE

<b>JOB TITLE:</b> <b>Order of the Arrow Foreman</b>
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**JOB SUMMARY:**

1. Serve as a Scouting role model for assigned crews. Is a specialist and resource person to the crew on all aspects of the canoe trip. This includes, but is not limited to: packing and preparation for trip, food handling, navigation, safety, history, fishing and ecology.
2. Responsible for delivering the program elements set forth by the Northern Tier OA Wilderness Voyage program objectives.
3. Develop the leadership of each individual crew member and work with the youth to achieve the objectives of the crew.
4. Act as the on-the-trail decision maker in matters of health and safety. Use good judgment in making decisions. Respond in an appropriate manner should an emergency arise. Know and use proper two-way radio procedures and keep radio transmissions to a minimum.
5. Take out trips as an Interpreter as needed – see Interpreter job profile

**PRINCIPAL RESPONSIBILITIES:**

1. Serve as a crew leader for the OA Wilderness Voyage Program. Look for ways and work to improve, expand and further develop the program.
2. Serve as crew trainer and resource person. Teach participants basic outdoor living skills to ensure the success of their trip. Act as a representative of the Boy Scouts of America and as a role model for the youth participants.
3. Orient the crew to practices, procedures, and policies of the Northern Tier National High Adventure Programs. This includes abiding by the laws and regulations of the Canadian and U.S. governments and their agencies. Obligated to follow and abide by the same practices, procedures, policies, and/or laws/regulations of Northern Tier, the Boy Scouts of America and governmental agencies. Violation of such may result in the termination of employment.
4. Report any damaged or lost equipment to outfitting staff.
5. Acquaint the crew with trail food, cooking equipment and cooking techniques.
6. Ensure that crew trips are conducted as planned in accordance with staff training, and Scouting policies and principals including Youth Protection policy, "Safe Swim Defense" and "Safety Afloat" standards. Activities such as running rapids, cliff jumping, and skinny-dipping are NOT ALLOWED AND VIOLATE BSA/NORTHERN TIER POLICIES. Violation of these policies may result in the termination employment.
7. Act as an active participating member of the crew. This involves paddling a canoe between 10 or more miles per day, carrying a personal pack and/or canoe over multiple portages daily. Most portages are between 100 yards and one mile long with the average being around a quarter mile.
8. Help with assigned base duties and maintenance projects on and off base.
9. Understand time off and work assignments are cleared/assigned by Trail Staff Management.
10. 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. Must have current certification in Wilderness First Aid and CPR.
2. Must be a Leave No Trace Trainer or Master Educator.
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. Successfully complete Northern Tier trail staff training and Forest Service trail work training.
5. Have ability to understand direction and work with minimum supervision.
6. Member of the Boy Scouts of America, Scouts Canada or International Camp Staff Member.
7. Member of the Order of the Arrow
8. Meet Northern Tier physical requirements for staff, and turn in a completed Boy Scouts of America Health and Medical Record upon arrival before beginning employment.

**POSITION REPORTS TO: OA DIRECTOR or DESIGNEE**

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Signature

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Print name

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Date