

STAFF JOB PROFILE

JOB TITLE: Off-Water Program Coordinator
--

JOB SUMMARY:

- 1) Is a member of the Northern Tier management team and is a good Scouting role model to Northern Tier staff and crews.
- 2) Assists and participates in the Staff Training sessions.
- 3) Responsible for developing, coordinating and performing a welcoming fur trade era Off-Water program, including a grand rendezvous for crews coming off the water.
- 4) Maintain the inventory of historical clothing, gear and other historical period props. Keep the welcome cabin, historical clothing storage cabin, rendezvous area and lodge areas clean and organized.
- 5) Supervise staff assigned to or volunteering in the Off-Water program.
- 6) Provide as many opportunities as possible for participants and staff to learn and enjoy activities relating to the rich heritage of canoe country.

PRINCIPAL RESPONSIBILITIES:

- 1) Work with base staff and interpreters to put on the Off-Water program.
- 2) Coordinate special programs as necessary, including voyageur canoe rides and reenactment activities.
- 3) Stay in character as much as possible while interacting with crews.
- 4) Supervise and organize the Hedrick Library.
- 5) Train the First Impressions staff in the Off-Water program. Train Interpreters in Voyageur games and how to provide a tour of the lodge.
- 6) Maintain an inventory of props and costumes for history activities and develop a system to track the washing, care and repair of the items.
- 7) Provide an end-of-the-season report with the outline of the Off-Water program. Perform and submit an electronic inventory of clothing items and props. Inventory report also needs to indicate condition of items, what needs repair, and what/quantity needs to be replaced.
- 8) 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) Positive communication skills and leadership qualities
- 2) Possesses a creative mind. Theater experience preferred.
- 3) Former Northern Tier experience preferred
- 4) Knowledgeable in area history including Voyageur and Native American history
- 5) Be a registered member of BSA, Scouts Canada, or the International Camp Staff program
- 6) Provide a completed Northern Tier Health and Medical Form

POSITION REPORTS TO: DIRECTOR OF FIRST IMPRESSIONS

Signature

Print name

Date