

STAFF JOB PROFILE

JOB TITLE: Staff Advisor

JOB SUMMARY:

- 1 . A key member of the Northern Tier Leadership Team. Be alert to any opportunity to improve the program and management decisions of Northern Tier.
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3. Help maintain a high level of staff morale.
4. Lead a daily review with trail staff on the comments of the participant post-trip evaluations.
5. Act as safety officer, fixing potential hazards and notifying full-time staff of larger issues.
6. Assist with crew route planning.
7. Serve as a Scouting role model to the staff and the crews.

PRINCIPAL RESPONSIBILITIES:

1. Maintain records of each staff member showing changes in performance over course of the summer.
2. Report evaluation concerns and achievements to Trail Staff Director
3. Perform a daily walk-through of the Ely base, noting any potential process improvements. These could include but are not limited to: customer service, efficiency and safety.
4. Consult with customers daily to asses overall satisfaction levels and potential customer service improvements.
5. Report any potential daily duty or work project needs to Trail Staff Director.
6. Complete special projects as needed in regards to staff morale and continuing education.
7. With the assistance of the Trail Staff Director, organize and provide additional training and skills development for staff.
8. Perform a weekly status report with the Ely Associate Director of Program. The status report could include but is not limited to: safety, continuing education of staff, staff morale and process improvement observations.
9. Enforce BSA and Northern Tier policies. Ensure that staff are completing the job responsibilities as planned and in accordance with staff training and Scouting policies and principles including Safe Swim Defense and Safety Afloat standards.
10. Complete an End-of-Season report and submit to the ADOP, prior to departure from the base.
11. 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. Previous Northern Tier Management Experience.
2. Minimum age of 21.
3. Ability to understand direction and work with base management with minimal supervision.
4. Friendly and customer service oriented with leaders and staff.
5. Ability to manage seasonal staff and gain respect and support of the staff.
6. Ability to look ahead and forecast needs.
7. Be a registered member of the BSA, Scouts Canada or the International Camp Staff Program.
8. Provide a completed BSA Annual Health and Medical Record

POSITION REPORTS TO: Associate Director of Program

 Signature

 Print name

 Date