

STAFF JOB PROFILE

<b>JOB TITLE:      Training Coordinator</b>
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**JOB SUMMARY:**

1. Oversee all aspects of planning and coordinating all staff training sessions including Brigade Leader Training.
2. Serve as a Scouting role model to the trail staff and the crews.
3. A key member of the Northern Tier Management Team. Needs to be alert to any opportunity to improve the program and management decisions of Northern Tier.
4. Share responsibility of nightly Base management coverage from 5:00 P.M. until 8:00 A.M. daily.

**PRINCIPAL RESPONSIBILITIES:**

1. Review and revise as necessary the Northern Tier summer seasonal staff training manual and syllabus.
2. Work with full-time and seasonal management to ensure that instructors are scheduled for sessions and aware of when/where they are scheduled to teach.
3. Ensure that instructors and Brigade Leaders have all materials necessary to provide their scheduled sessions and Swampers.
4. Coordinate the various base departments to ensure that adequate gear, food and other supplies are available for various sessions and Swampers.
5. Coordinate the Brigade Leaders in their work to teach new staff members.
6. Assist the Trail Staff Director in conducting post training evaluations of new staff members as well as Brigade Leaders.
7. Work to ensure that trail staff are:
  - a. Able to teach the necessary outdoor skills for a successful trip.
  - b. Oriented to BSA and Northern Tier policies, procedures and practices.
  - c. Familiar with the laws and regulations of the Canadian and US governments and their agencies
8. Enforce BSA and Northern Tier policies. Ensure that Interpreters 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. Take out crews of participants and staff training brigades as necessary.
10. Teach and coordinate training including swampers for US Naval Academy Midshipmen.
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 Experience.
2. 21 years or older.
3. Have current certification in Wilderness First Aid (minimum requirement) and CPR. (Wilderness First Responder preferred)
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.
5. Have the ability to understand direction and work with Base management with minimal supervision.
6. Friendly and customer service oriented with leaders 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. Maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
11. Provide a completed BSA Health and Medical Record.

**POSITION REPORTS TO: Associate Director of Program - Canadian Operations**

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Signature

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Print name

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Date