

STAFF JOB PROFILE

JOB TITLE: OKPIK DIRECTOR

JOB SUMMARY:

1. A key member of the Northern Tier OKPIK Management Team. Needs to be alert to any opportunity to improve the program and management decisions of Northern Tier.
2. Supervise the OKPIK Program Staff, including the Head Musher, Outfitting Manager and Interpreters.
3. As a member of the management team, work with the Trail Staff to provide to the crew and the crew advisor the resources to achieve the objectives of the crew.
4. Directly oversee the Program Staff Schedule, Program Staff Work Assignments, all Staff Housing and Staff Morale.
5. Serve as a Scouting role model for crews and exemplify the high ideals of the Boy Scouts of America in all interpersonal relationships.
6. Coordinate and ensure that the opening and closing programs are well run.
7. Uses good judgment in making decisions. Responds in appropriate manner should an emergency arise.
8. Serve as the primary manager on base when no full-time management staff are present.

PRINCIPAL RESPONSIBILITIES:

1. Assign interpreters and to crews, coordinate time off and perform ongoing evaluation of their job performance
2. Assign interpreters to on-base assignments, i.e. daily duties, special projects and to other base departments if necessary.
3. Arrange and provide additional training and skills development of trail staff that need their skills to be sharpened.
4. Enforce BSA and Northern Tier policies. Ensure that Interpreters are conducting crew trips as planned and in accordance with staff training and Scouting policies.
5. Plan and conduct in coordination with the Associate Director of Program, OKPIK staff training. Ensure that OKPIK staff are
 - a. 1) able to teach the necessary cold weather outdoor skills for a successful trip
 - b. 2) are oriented to BSA and Northern Tier policies, procedures and practices
 - c. 3) are familiar with the laws and regulations of the U.S. governments and their agencies.
6. With the Associate Director of Program, coordinate personal time off so that a qualified person can cover duties.
7. Perform and assign other duties. 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. Must have current certification in CPR and Wilderness First Responder.
3. Have ability to understand direction and work with base management with minimal supervision.
4. Friendly and customer service oriented with leaders and staff.
5. Must have ability to obtain proper certification to operate a snowmobile.
6. Ability to supervise other staff.
7. Provide a completed BSA Health and Medical Record
8. Maintain a current and valid driver's license in your state of residence and complete your appropriate base driver's training course.
9. Ability to look ahead and forecast needs.
10. Register as a member of the Boy Scouts of America.

POSITION REPORTS TO: Associate Director of Program

Signature

Print Name

Date