

STAFF JOB PROFILE

JOB TITLE: OKPIK Outfitting and Maintenance Assistant
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JOB SUMMARY:

1. Serve as a Scouting role model for crews and exemplify the high ideals of the Boy Scouts of America in all interpersonal relationships.
2. Assist in the OKPIK Outfitting Operation as directed by the OKPIK Outfitting Manager.
3. Assist in the performance of general maintenance and repair activities on the Northern Tier facilities and equipment as directed by the Ranger.
4. Provide Maintenance coverage for the base on days that the Ranger is off-duty.
5. Uses good judgment in making decisions. Responds in appropriate manner should an emergency arise.
6. Play an active role in base-wide activities and events.

PRINCIPAL RESPONSIBILITIES:

1. Provide exceptional customer service to all crews and staff. Willingly offer assistance and advice that will improve the quality of the experience crews enjoy on their trip to Northern Tier.
2. Keep Outfitting Area clean, neat and orderly so it is appealing to customers and staff.
3. Assist the OKPIK Outfitting Manager in preparing for crew arrivals. This may include stocking and inventorying trail food, laundering equipment and putting equipment away.
4. Assist trail staff with food packing and gear selection.
5. Assist with the issuance and return of trail equipment. This includes the trail equipment stored in the Bay Post, Tent Barn and Fuel Shed.
6. Assist in proper inventory control of trail equipment.
7. Assist in keeping the equipment areas clean, sanitary and organized.
8. Make sure gear is clean and in good repair. Use "Gear Check-Out Sheets" and hold each crew accountable for the equipment they are issued.
9. Operate vehicles in a safe manner and in accordance with Northern Tier and BSA policies.
10. Assists the Ranger in maintaining the condition of hand tools and power tools of the base. Will follow the plan of issue and return of tools from the maintenance area. Helps to control the usage of power tools to qualified staff only.
11. Assists the Ranger in maintaining base facilities in good and safe condition, which may include carpentry, general repairs, painting, replacing light bulbs, minor plumbing repairs, and other items as necessary.
12. Assists the Ranger in providing materials to Interpreters and other assigned staff to perform typical daily duty functions. These include but are not limited to: cleaning and/or supplying central visitor bathrooms, sauna building, and lodge; and any general duties needing staff support such as litter clean-up or major base projects.
13. Helps to keep shop, maintenance yard, and surrounding area clean, orderly, and free from hazards.
14. May assist the Ranger in maintaining fire suppression equipment of base including smoke detectors, fire extinguishers, fire tools, and water truck.
15. Performs 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. Successful completion of OKPIK Staff training.
2. Valid Driver's License and successful completion of Northern Tier Drivers Training.
3. Ability to understand direction and work with supervision.
4. Interest and willingness to do and/or learn general maintenance activities such as custodial work, yard work, painting, general repairs, minor carpentry work, minor plumbing work, etc.
5. Must be punctual, honest and dependable.
6. Register as a member of the Boy Scouts of America.
7. Provide a complete BSA Health and Medical Record.

POSITION REPORTS TO: Outfitting Manager and Ranger as Scheduled

 Signature

 Print name

 Date