

STAFF JOB PROFILE

**JOB TITLE: OKPIK OUTFITTING MANAGER**

**JOB SUMMARY:**

1. Is 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. 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.
3. Directly oversee the operation of the OKPIK Bay Post and Commissary. Work with the Ranger on ensuring that winter trails maintained by Northern Tier are in good order.
4. Serve as a Scouting role model for crews and exemplify the high ideals of the Boy Scouts of America in all interpersonal relationships.
5. Uses good judgment in making decisions. Responds in appropriate manner should an emergency arise.
6. Participate in the opening and closing programs.
7. Supervise the Outfitting Assistant as scheduled.

**PRINCIPAL RESPONSIBILITIES:**

1. Organize the OKPIK Bay Post for efficient issue and return of trail equipment. Make sure gear is clean and in good repair. Use "Gear Check-Out Sheets" and hold each crew and staff member accountable for the equipment they are issued. Maintain an appropriate inventory and usage records.
2. Organize the OKPIK Commissary to efficiently package, store and issue trail food and related items. Make sure all foods are clearly marked with identifying labels and directions. Use the "OKPIK Trail Menu" to make sure each crew has the proper amount of food. Maintain an appropriate inventory, anticipate usage levels and place food orders accordingly.
3. Monitor food allergies of participants and ensure they are appropriately accommodated.
4. Responsible for maintaining security in the vault area for crew valuables and the crew locker area.
5. Organize and monitor the flammables storage shed. Maintain an adequate inventory of stove fuel for crews to take on the trail.
6. Responsible for keeping the Bay Post, Commissary and surrounding areas clean, neat and orderly.
7. Develop, monitor and direct systems for gear/food issuing and returning that utilizes the Trail Staff.
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.
9. Assist in conducting staff training.
10. With the OKPIK Director, coordinate personal time off so that a qualified person can cover duties.
11. 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. 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: OKPIK DIRECTOR**

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Signature

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Print Name

\_\_\_\_\_  
Date