



# NORTHERN TIER HIGH ADVENTURE

A National Program of the Boy Scouts of America

## SEASONAL STAFF APPLICATION



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### GENERAL INFORMATION SECTION

The Northern Tier National High Adventure program has been in operation for almost 90 years. During this time, tens of thousands of youth and adults have enjoyed unique experiences while canoeing the wilderness areas of Minnesota, Ontario, and Manitoba. As a Northern Tier staff member, you will experience wilderness adventures that last a lifetime!

### EMPLOYMENT INFORMATION — PLEASE READ THIS SECTION COMPLETELY BEFORE PROCEEDING

- Opportunities to serve Scouting as a member of the Northern Tier Seasonal Staff are available to outstanding applicants.
- Applicants are considered without regard to race, color, religion, national origin, citizenship status, age (if you are over 18, or 21 for certain positions), sex, sexual orientation, marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job position requested.
- Applicants accepted for employment are hired on a temporary basis and employment is based upon the continued satisfaction and needs of the facility and may be terminated on 24 hour notice by the administration. Any decision in this regard will be final.
- **The minimum age requirement is 18.** BSA standards require a minimum age of 21 for some positions.
- Applicants must be registered members of the Boy Scouts of America, Scouts Canada, International Camp Staff Program or agree to become registered before employment begins. The principles of the Scout Oath and Scout Law must be practiced as a way of life. All Boy Scouts of America joining requirements must be met.
- Length of employment varies with job assignment. The majority of summer contracts will run from approximately mid to late May thru mid August. The OKPIK season varies from mid December to early March. List your specific arrival and departure dates on the application; some variation in dates may be considered.
- As representatives of the BSA, the staff is expected to set an example of excellence in Scouting which includes proper wearing of the uniform, and adherence to Northern Tier's standards of personal appearance. Extreme hairstyles, inappropriate jewelry, visible body piercings, and offensive tattoos (in the opinion of the Northern Tier management) are not allowed.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs, indicate your three preferences, and complete the entire application even if you have worked at Northern Tier before and/or if you have submitted a resume. Applicants who list a variety of job preferences have a better chance at placement than those listing one choice.
- A brief cover letter describing yourself and your job preferences is highly recommended. Some jobs are only offered in certain seasons.
- References are required for both returning and new staff. Have three references write letters of recommendation or complete the Northern Tier recommendation form on your behalf. References should be a former/present employer, school counselor, teacher, Scouter, etc.
- All Northern Tier employees working in the United States are required to complete the Employment Eligibility Verification (I-9) form.
- Mail your application soon. Opportunities for employment are better for those who apply early. Northern Tier will notify you when a decision is reached. Staff selection will start in October for the summer season and will start in September for the OKPIK winter season.
- Keep Northern Tier informed of any change of address or circumstances regarding your application.

Mail to: **Seasonal Personnel, Northern Tier National High Adventure, P.O. Box 509, Ely, MN 55731.**

Email to: [jobs@ntier.org](mailto:jobs@ntier.org)

Fax to: (218)365-3112

# NORTHERN TIER EMPLOYMENT POSITIONS

Below is a listing and brief description of the positions Northern Tier has available. Please contact Northern Tier with any questions regarding the positions. First time staff members should be aware that there are many jobs for which the Northern Tier receives a large number of applicants. Indicating a variety of choices of employment may increase your chances of selection. Some positions have prerequisites as listed below.

## SUMMER STAFF POSITIONS

Summer Staff should be available from Mid May through the third week in August.

### Trail Staff

**Trail Staff Director and Assistant(s)** - Supervises the Interpreters. Responsibilities include providing leadership to the Interpreters and providing quality programming to the participants. Supervises staff training, assigns staff to crews, evaluates staff, and works closely with the Program Director. Also runs crew orientation meeting and reviews trip itineraries. Must be 21 years or older and have previous Northern Tier experience. Driving is required.

**Interpreter** – This person works primarily with the crews going out on canoe trips for up to 10 days. They provide crews with orientation and outdoor skills training; and are a resource to the crew for safety purposes, environmental awareness, and historical background of the area. Other duties are assigned, as needs dictate, and may include working in any of the other areas of the operation. Requires current C.P.R. certification, ability to pass BSA swimmer test, and Wilderness First Aid or higher.

**Outfitting Interpreter** – This person works about half time as an interpreter (see above) and spends about half their time working in the Outfitting Department, as the gear experts, they assisting with trail equipment issue and maintenance, keeping the Bay Post clean, and helping to maintain inventory control. Requires current C.P.R. certification, ability to pass BSA swimmer test, and Wilderness First Aid or higher.

### History Staff

**History Director and Staff** - Responsible for nightly rendezvous program, Hedrick library, and the living history program. The History Director must be 21 years or older and have previous Northern Tier Experience.

### Office Support

**Office Clerk** - Assists with filing, typing, data entry, mailings, crew kits, and other office matters.

**Chaplain** - Duties involve leading non-denomination religious services for crews and staff as well as being available for counseling staff and crew members in times of personal crisis or tragedy.

### Maintenance

**Seasonal Maintenance Director and Staff** - Assist with maintenance of the base facilities and janitorial duties. Driving is required. The Director must be 21 years or older.

### Outfitting

**Commissary Director** - Responsible for the trail food operation of the program. Duties include ordering food, maintaining food inventories, issuing trail food to crews, keeping the commissary clean, and supervising other Commissary Staff. Must be 21 years or older and have previous Northern Tier experience. Driving is required.

**Bay Post Director** - Responsible for the trail equipment used to outfit crews going on canoe trips. Duties include issuing and maintaining the equipment, keeping the Bay Post building clean, and supervising Outfitting Interpreters. Must be 21 years or older and have previous Northern Tier experience. Driving is required.

### Food Service

**Food Service Manager** - Supervises the overall Food Service / Kitchen / Dining Hall operation. Responsible for maintaining and ordering of food supplies, meal preparation, supervising other kitchen help, and assuring cleanliness is maintained in the Food Service Operation. Must be 21 years or older. Driving is required.

**Cook** - Responsible for meal preparation, keeping kitchen areas clean, and supervising other kitchen help.

**Kitchen Staff** - Assist with meal preparation, kitchen/dining area clean-up, and dishwashing.

### Trading Post

**Trading Post Manager and Assistant** - Responsible for displays, inventories, sales, simple bookkeeping, cleanliness of the Trading Post, and supervising other Trading Post staff. Sales and computer experience a must. Manager must be 21 years or older. Driving is required.

**Trading Post Staff** - Assist with displays, inventories, sales, and clean-up of the Trading Post.

## OKPIK STAFF POSITIONS

Okpik staff should be available from mid-December until the first weekend in March.

**OKPIK Director** - The OKPIK Director serves as the head of the OKPIK trail staff and reports directly to the Director of Program. The OKPIK Director supervises and helps train the Interpreters along with planning staff schedules, crew orientation and daily duty assignments. Must be 21 years or older and have previous Northern Tier experience. Driving is required.

**Head Musher and Assistant** - The Head Musher and Assistant coordinate the dog program with the OKPIK Director and serve as the musher for the Dog Sled and Musher Camp treks. The Head Musher must be 21 years or older and have previous Northern Tier experience. Driving is required.

**Interpreter** - Formerly referred to as a guide, this person works primarily with the crews going out on OKPIK trips. They provide crews with orientation and outdoor skills training; and are a resource to the crew for safety purposes, environmental awareness, and historical background of the area. Requires current C.P.R. certification and Wilderness First Aid or higher.

Please keep the first two pages of this application for your reference and return pages three and four along with any additional materials.

**SEASONAL EMPLOYMENT APPLICATION\***Year \_\_\_\_\_ Summer ☐ OKPIK (Winter) ☐ Other, Part Time ☐Legal Name \_\_\_\_\_  
Last First Middle

Preferred First Name \_\_\_\_\_

Phone/Email \_\_\_\_\_  
Current Area Code & Number E-Mail AddressDates Available For Employment: From \_\_\_\_\_ To \_\_\_\_\_  
PLEASE BE SPECIFIC Month & Day Month & Day**Present Address****Permanent Address (if different)**Street: \_\_\_\_\_  
\_\_\_\_\_  
City State / Province Zip / Postal CodeStreet: \_\_\_\_\_  
\_\_\_\_\_  
City State / Province Zip / Postal Code

How did you learn about working at Northern Tier High Adventure?

- ☐ Referred By: \_\_\_\_\_
- ☐ Previous Northern Tier Experience
- ☐ Former Northern Tier Staff Member
- ☐ Job Fair or College Job Posting
- ☐ Northern Tier Internet Resources
- ☐ Scouting Event: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

Emergency Contact (Name, Relationship, &amp; Phone Number) \_\_\_\_\_

YES	NO	
		Is there anything Northern Tier should know that makes you unsuitable to work with children? If so, explain.
		Is there any reason (if over 21) you would be unable to drive a Northern Tier vehicle?
If YES, please explain:		

**CHOICES OF EMPLOYMENT**

DEPARTMENT

POSITION

FIRST CHOICE \_\_\_\_\_

SECOND CHOICE \_\_\_\_\_

THIRD CHOICE \_\_\_\_\_

**Note: Enclose a brief cover letter or resume of your experience regarding your choices.****BSA & HIGH ADVENTURE EXPERIENCE**

Participant / Staff: Location(s) / Position(s) / Year(s) \_\_\_\_\_

Other BSA Camp Experience \_\_\_\_\_

Currently Registered As \_\_\_\_\_ Council/Organization \_\_\_\_\_ Unit No. \_\_\_\_\_

Number of Years Tenure: Youth \_\_\_\_\_ Adult \_\_\_\_\_ Highest Rank Achieved \_\_\_\_\_ Awards \_\_\_\_\_

BSA Leadership Experience &amp; Training \_\_\_\_\_

**OTHER EXPERIENCE AND TRAINING**

Youth Organization Experience \_\_\_\_\_

Non BSA Camp Staff: Location(s) / Position(s) / Year(s) \_\_\_\_\_

Describe Leadership Experience and Training Completed \_\_\_\_\_

List Current Certifications and Dates (First Aid, CPR, Camp School, etc.) \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name &amp; Location

Number of Years Attended

Major

Degree (Yes/No)

High School \_\_\_\_\_

College \_\_\_\_\_

Scholastic Honors / GPA \_\_\_\_\_

Are you currently a student? \_\_\_\_\_ Will you be a student in the semester following your employment? \_\_\_\_\_

**OTHER**

Sports \_\_\_\_\_

Clubs/Activities \_\_\_\_\_

Offices Held \_\_\_\_\_

Hobbies, skills, and special interests (music, storytelling, etc.) \_\_\_\_\_

**EMPLOYMENT**

Present or Most Recent Employer \_\_\_\_\_ May We Contact? Yes No

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Description of Duties (Indicate Significant Responsibilities, Accomplishments, &amp; Contributions) \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Have You Ever Been Discharged or Asked To Resign From Any Job: Yes No

If Yes, Why? \_\_\_\_\_

**REFERENCES** List the names and addresses of three persons (not relatives) who have knowledge of your character, experience, and ability. **(One of these should be a BSA source if you are associated with the BSA.)**

Name	Relation to applicant	Day Phone Number	Night Phone Number
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*NOTE:** Applicants are not required to give any information on this form that is prohibited by federal, state, or local law.

You are expected to reside in housing provided by the facility. Summer housing is in two to eight person bunkhouses. Housing for married couples and their families is very limited. If you need family housing (not available at all locations), attach a separate letter detailing extent of request giving age and sex of spouse and each dependent. Family housing will not be available without a written request approved by the Management. Management reserves the right to enter your quarters for inspection at its discretion.

I hereby make application for employment and, in accordance with the principles of the organization, subscribe to the Scout Oath, Law, and Declaration of Religious Principle. I agree to be loyal to and cooperate fully with all of the BSA policies, programs, and management including those described in this application. I further agree to bring a completed Health and Medical Record upon my arrival, if selected. I understand that a personal interview may be required before employment will be granted.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize all my previous employers, schools, and all other references to furnish the information requested. I hereby declare that the information provided by me in this application for employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge and denial of workmen's compensation benefits.

\_\_\_\_\_  
**Applicant Signature\***\_\_\_\_\_  
**Date**\_\_\_\_\_  
Parent signature required if applicant is currently under 18**\* If submitting online, please type your name. This will serve as your acknowledgement that all above statements are factual.**