Wilderness Canoe Base Job Description List

Name	Age	# of Positions
Counseling Positions		
Canoe Guide	21	15 positions
Base Staff Positions		
Director of Health & Safety	21	1 position
Camp Chaplain	22	1 position
Swamper Coordinator	21	1 Position
Head Cook	20	1 position
Kitchen Assistant	18	2 positions
Naturalist	18	1 position
Pontoonist	18	2 positions
Maintenance Assistant	18	2 positions
Rock Climbing Technician	18	1-2 positions
Trail Shack Coordinator	18	1 position
Waterfront Coordinator	18	1 position
Blockhouse Coordinator	18	1 position
Program Coordinator	18	1 position
Worship Music Coordinator	18	1 position
Forestry Specialist	18	2 positions
Volunteer/Short Term		
Swamper	16	
Guest Canoe Guide/Counselor	21	
Long Term Volunteer	18	

Wilderness Counseling Positions

Position: **Canoe Guide Counselor** (13 positions)

Minimum age: 21 (by June 1st of year applying)

Program: Wilderness Site Canoe Trip Program

Job Description:
Guide Counselors lead groups of up to eight people on Boundary Waters canoe trips, hiking and Island Camp programs. Guides must be committed to a safe and positive journey for all campers, teach minimum impact camping and travel skills, and be comfortable leading faith development activities throughout the week. On trail, guides are responsible for establishing healthy group dynamics, cooking, first-aid, leading daily devotions, team building initiatives, and daily prayer.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Ability to carry a 75 pound canoe over a 100 yard distance
- Ability to sleep on the ground
- Ability to maturely supervise, encourage and lead a group of eight people over a seven day period

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Wilderness Base Staff Positions

Position: **Director of Health & Safety** (1 position)

Minimum age: 21 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
The Director of Health and Safety is responsible for monitoring the health and safety practices of WCB. Specific job details include group orientations to campers and guests about first aid expectations, knowledge of safety and emergency procedures, maintaining accurate records of treatment given to campers, inventory of all supplies and ordering supplies. The DHS is responsible for overseeing and assessing healthcare staff (guide counselors etc) in WCB policies, procedures and standing orders.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Camp Chaplain** (1 position)

Minimum age: 22 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:

The Camp Chaplain role is a spiritual and theological resource for staff and campers. The Chaplain leads and organizes Sunday morning worship, leads bible study and regular prayer, other worship activities, devotions, and checks in with staff members as to their spiritual health. The Camp Chaplain will provide Bible Study and programming resources for the guide counselors, and all staff to facilitate engagement with the summer's theme in vespers, Bible studies, first and last word etc.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- BA/BS, Wilderness First Aid*, Wilderness Water Safety*, and CPR*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Swamper Coordinator (1 Position)**

Minimum age: 21 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:

The Swamper Coordinator oversee the swampers (high school age volunteers) that come in and out of our community throughout the summer. Primary duties will be welcoming and acclimating swampers

to the community and our policies and expectations, assisting in establishing staff member mentors during their stay, helping coordinate their schedule, and leading a weekly check-in. Excellent supervisory experience and ability to set clear expectations is essential for this job. This position is always paired with another job.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- Wilderness First Aid*, Wilderness Water Safety*, and CPR*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Strong supervisory and mentoring skills
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Head Cook** (1 position)

Minimum age: 20 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:

The head cook is responsible for the kitchen and food service, which is known for great from-scratch meals. This person must have an eye for hospitality and food health & safety needs. Besides food preparation and oversight of kitchen and dining hall, the head cook will be responsible for creating weekly menus, kitchen staff management, ordering food, and managing the food budget. This person needs to have management and administrative gifts besides the innovation and creativity of a chef.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR* and Serve Safe certificate*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Kitchen Assistant** (2 positions)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
The cooks provide regular, healthy food service in the Pinecliff dining room for groups of 20 to 120. Cleanliness and proper food preparation is essential. Cooks also help organize and maintain food storage areas and the dining area in a hygienic manner. While on duty cooks also supervise the dishwashing process at meal times. Because meals are served seven days per week, the head cook will work with assistant cooks to set up an appropriate work schedule.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

* **You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Naturalist** (1 position)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
In general the Naturalist is responsible for developing environmental education for staff and campers throughout the summer. The naturalist provides orientations for canoe groups as to the nature and history of the Boundary Waters Canoe Area. The naturalist also takes Island Camp groups on guided nature hikes during their time at camp and maintains the nature center on Fishhook Island.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Knowledge of the Natural Sciences
- Knowledge of Northern Regional History
- Current Drivers License

* **You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Pontoonist (2 positions)**

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
The pontoonist is the initial face of hospitality for all guests of camp, as they transport people and things to and from the islands. The job requires a commitment to serve, an excitement for a physically demanding outdoor job. Familiarity with driving boats, and boat motors is a plus. A person with a hard-working and flexible attitude is important. When not working on pontoonist duties, this person is part of the maintenance team. This role is often paired with a Maintenance position and occasionally others.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Camp Manager - Bill Middlesworth.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Maintenance Assistant (2 positions)**

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
Maintenance Assistants will work closely with the Camp Manage to complete routine maintenance tasks, and manage upkeep of facilities. Another core component of the job is directing staff and work-service crews in their completion of work projects. Additional duties include assisting with pick-ups and drop-offs of canoe groups, vehicle upkeep, fire suppression, working in the shop and taking care of equipment and tools. It is essential that MA's are able to ask thorough questions, and learn quickly. This role is often paired with a pontoonist position and occasionally others.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Camp Manager - Bill Middlesworth.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*

- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

***You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Rock Climbing Technician**

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
The Rock Tech is responsible for the safe conduct of all climbing activities. These individuals manage the climbing sites, set up climbs, secure safety harnesses on participants, teach climbing safety and techniques, supervise the program in accordance with the climbing standards, maintain the equipment, check for safety concerns, and adapt sessions to the skill level and needs of the group. This staff member must be able to manage both top-rope and bottom belay climbs. This position is often paired with another.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- Appropriate rock climbing certification*, CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Ability to manage both top-rope and bottom belay climbs.
- Experience in institutional rock climbing program
- Climbing resume must demonstrate a diversity of experience, especially at outdoor sites.
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Trail Shack Coordinator** (1 position)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
This person is responsible for the entire Trail Shack operation; equipment and food for the tripping program. TSC must be a fanatic for organization, and a natural self-starter, good at record keeping, and handling special needs adeptly. When canoe trips return the TSC is responsible for repairs and

replacements of gear as needed. The TSC is responsible for training guides and staff on care and safety protocols for gear, and must hold them to high standards throughout the summer.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Waterfront Coordinator** (1 position)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:

The Waterfront Coordinator's duties include group orientations for "swim and swamp" and swim tests, lifeguarding at the beach for Island Campers, keeping all waterfronts clean and organized. The Waterfront Coordinator also works closely with the Camp Manager in the organization and upkeep of the camps fleet of canoes. This position is usually paired with at least one other.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Blockhouse Coordinator** (1 position)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:

The Blockhouse Coordinator runs the camp store. They will work closely with the Office Manager to handle the organization and administration needs for the store. Items sold at the store include t-shirts, candy, maps, etc. Canoe groups have the opportunity to purchase items at the end of their trip, while island campers, and work crews will have a daily opportunity to stop by the camp store. Must have a knack for organization, flexibility, and hospitality. Experience with POS systems is a plus. This position is often paired with another.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Office Manager - Kristin Middlesworth.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Computer competancy
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Drivers License

*** You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Program Coordinator** (1 position)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:

The Program Coordinator is responsible for the daily programatic needs of camp, campers and guests, and directs staff accordingly. They must have a general mastery of all WCB programs, and be willing to see the big picture as they problem solve and make plans. Strong relational, organizational and communication skills are necessary. This person works closely with Camp Director, Camp Manager, Camp Chaplain and Office Manager on the leadership team.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Excellent organization and management skills
- Ability to facilitate a conversation concerning Christian faith and the Bible

- Current Drivers License

* **You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Position: **Worship Music Coordinator** (1 position)

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
The Worship Music Coordinator works closely with the Chaplain, and other staff in coordinating music on Sundays, at vespers, campfires and special music throughout the program. They must be creative and willing to delegate responsibilities as well as take the lead role when necessary. This position will also be paired with another position.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Excellent organization and creative facilitation skills
- Familiarity with worship process and planning
- Ability to facilitate a conversation concerning Christian faith and the Bible

Position: **Forestry Specialist (2 positions)**

Minimum age: 18 (by June 1st of year applying)

Program: Wilderness Site Base Staff

Job Description:
Forestry Specialists will work closely with the Camp Manager, as a part of the maintenance team, to manage fire risk abatement efforts. Another core component of the job is directing staff and work-service crews in their completion of work projects, as they pertain to fire-wising and fire suppression. Additional duties include working in the shop and taking care of equipment and tools. It is essential that FS's are able to ask thorough questions, and learn quickly.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Camp Manager - Bill Middlesworth.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to operate a chain saw
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Current Driver's License

***You will receive training for these Essential Job Functions during Staff Training. Successful completion of these requirements is mandatory.**

Wilderness Volunteer and Short-Term Positions

Position: **Swamper (Volunteer Position)**

Minimum age: 16 (by June 1st of year applying)

Program: All Wilderness Site programs

Job Description:
Swampers are involved in all ares of Wilderness Canoe Base life. They pack food, load equipment, ready cabins, work in the kitchen, help with maintenance and work with staff to serve middle & high school groups, and assist with worship. You need to be ready to put your faith into action, grow in your faith in Jesus, want to live the adventure and learn real leadership skills that will help you down the line. You also have to love the outdoors and be up for the challenge of a lifetime. Swampers who can make a long-term commitment are preferred. A two-week minimum service is expected. To go out on trail a Swamper must be on Base for two weeks or longer, and preference for trail duty is given to those who serve more weeks of the summer.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Swamper Coordinator.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- Ability to ambulate rocky terrain at all times
- Open to and interested in the living out of Christian faith and engaging in conversations around the Bible

Position: **Guest Canoe Guide/Counselor (Volunteer Position)**

Minimum age: 21 (by June 1st of year applying)

Program: Wilderness Canoe and Island Program

Job Description:
This job fills a need for additional counselors on a part-time or temporary basis during the summer season. Returning guides may apply. Guide Counselors lead groups of up to eight people on Boundary Waters canoe trips, hiking and Island Camp programs. Guides must be committed to a safe and positive journey for all campers, teach minimum impact camping and travel skills, and be comfortable leading faith development activities throughout the week. On trail, guides are responsible for establishing

healthy group dynamics, cooking, first-aid, leading daily devotions, team building initiatives, and daily prayer.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible
- Ability to carry a 75 pound canoe over a 100 yard distance
- Ability to sleep on the ground
- Ability to maturely supervise, encourage and lead a group of eight people over a seven day period

Position: **Long Term Volunteer (Volunteer Position)**

Minimum age: 21 (by June 1st of year applying)

Program: All Wilderness Site programs

Job Description:

Long Term Volunteering at Wilderness consists of a great variety of activities every day. This role is typically for alumni and friends of the camp, who wish to give-back, via their time, during our busy summer season.

Supervisor: Your supervisor at camp would be Wilderness Canoe Base, Site Director - Emma Harness.
Benefits: Covered in Seasonal Employee Manual, which can be seen when offered a position
Health Insurance: Is not provided by Camp and is expected to be covered by Employee
Workman's Compensation Insurance: Provided by Camp at no cost to Employee
Housing: Is provided on site for this position.

Essential Job Functions:

- Ability to ambulate rocky terrain at all times
- Open to and interested in the living out of Christian faith and engaging in conversations around the Bible
- Ability to engage in many areas of camp, responsibly