Wilderness Job Descriptions

Position:
Camp Chaplain/Swamper Coordinator (1 position)

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

Program:
Wilderness Site Base Staff

Job Description:
Wilderness values the well being of its campers and staff, and for that reason a Camp Chaplin is hired during our summer camping season. The Camp Chaplin leads and organizes Sunday morning worship, leads bible study and regular prayer weekly, other chapel services, devotions, and checks in with staff members as to their spiritual health. Wilderness also has a tradition called "First and Last Word," which happen at the beginning and end of every day. The Camp Chaplin will schedule staff members to lead these devotional experiences as well as provide resources for the staff. The other part of this job is to oversee and disciple the swamper to the community and our expectation, assigning a staff member to each individual swamper for the duration of their stay, determining their regular schedule, and leading a weekly bible study and check-in.

Essential Job Functions:

- BA/BS plus a minimum of one year of seminary, 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

Position:
Director of Health & Safety
(1 position)

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

Program:
Wilderness Site Base Staff

Job Description:
As the Director of Health and Safety this individual is responsible for monitoring the health and safety practices of WCB. Specific job details include group orientations in outdoor first aid, safety, and emergency procedures, maintaining accurate records of treatment given to campers, inventory of all supplies and ordering supplies. A directive and fully aware responsibility is required.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
Position: **Guide Counselor** (12 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, backpacking trips on the Superior Hiking Trail and rock climbing adventures, and Island Camp programs. Guides need to be people who are committed to a safe journey for all campers, individuals who will teach minimum impact camping and travel skills, and most importantly guides are members of a staff who continually take aim at showing Jesus’ love and sharing God’s Word with all campers. Trip lengths may vary from 4-10 days. During your time on the trail guides are responsible for leading daily devotions, team building and group challenge initiatives, and daily prayer. Guides should also use this time in the Boundary Waters and along to North Shore to help each camper come to a greater awareness and understanding of God, themselves, and the world around them.

**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

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Position: **Head Chef** (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 whole kitchen and food service of the camp. Wilderness is known for great made-from-scratch breads and meals. This person needs to have an eye for presentation and a mind for ingenuity. Besides food preparation and cleaning the kitchen and dining hall, the head chef will be responsible for creating weekly menus, kitchen staff work schedules, ordering food, managing the food costs and budget, participating in the milk program and keeping the kitchen supplies in stock. This person needs to have management and administrative gifts besides the innovation and creativity of a chef.

**Essential Job Functions:**
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.

Essential Job Functions:
- CPR*
- Ability to ambulate rocky terrain at all times
- Ability to facilitate a conversation concerning Christian faith and the Bible

Position: Naturalist
(1 position)

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

Program: Wilderness Site Base Staff

Job Description:
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. In general the Naturalist is responsible for developing environmental education for staff and campers throughout the summer.

Essential Job Functions:
Position: **Office Manager/Communications Coordinator** (1 position)

Minimum Age: 20

Program: Wilderness Site Base Staff

Job Description: The office manager handles all communication by phone and e-mail with upcoming guests, and groups, visitors etc. They are in charge of coordinating daily arrival and departure schedules as well as orientation times, meal numbers and ordering of BWCAW permits. This person will work closely with other leadership staff, and must be highly organized, self-motivated and have an administrative mindset and be an effective communicator. The Communications Coordinator will be responsible for documenting the happenings of the summer, and maintaining our blog, photos and newsletter.

**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
- Familiarity with Microsoft Excel and Blogger preferred

Position: **Pontoonist**

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

Program: Wilderness Site Base Staff

Job Description: The job of operating the pontoon is a physically demanding outdoor job. The pontoonists primary responsibility is to meet and greet all guests to camp. This individual is a genuine Christian servant responsible for transporting all luggages, camp food, supplies, and hauling camp garbage. The pontoonist works with food service staff to coordinate food deliveries and program staff to arrange group arrival and departure. The pontoonist also helps with canoe drop-offs and trips to Grand Marais for supplies. When not running the pontoon the Pontoonist works with the maintenance staff. A person with a welcoming and flexible attitude is important. When not working on pontoonist duties, this person may be part of the kitchen team.

**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

Position: **Rock Climbing Technician/ Trail Shack Assistant**
**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. You will also assist the Trail Shack Coordinator in preparing gear, food and keeping the canoes and building in good order.

**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.

**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 areas 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 three-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 a month or longer.

**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:** 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. You have to be a fanatic for organization. The primary responsibilities will be for the gear, food and canoes for all trips. This person must be organized and good at record keeping, ensuring that each trip leaves with proper gear and food. When canoe trips return the Trail Shack Coordinator will help show groups how to clean their gear properly so as to have it ready for the next group.

Essential Job Functions:

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

Position: Waterfront/Blockhouse/Housekeeping
(1 position)

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

Program: Wilderness Site Base Staff

Job Description:
These duties include group orientations for “swim and swamp” and swim tests, lifeguarding at the beach for Island Campers, keeping the waterfront clean and organized and the very important task of stoking the sauna for returning canoe groups. As Blockhouse coordinator this person will manage the camp store. This includes 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. Housekeeping responsibilities consist of managing the schedule of cleaning tasks around camp, ensuring that staff and guests know how and when to complete them.

Essential Job Functions:

- CPR*, Wilderness First Aid*, and Wilderness Water Safety*
- Ability to ambulate rocky terrain at all times
- Clear and concise writing ability.
- Ability to facilitate a conversation concerning Christian faith and the Bible