



Position Description

Position Title:	Business Manager
Reports To:	Camp Director
Status:	Seasonal, Exempt
Salary:	\$400-450 per week
Dates:	May 27-August 2

About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont for your best summer yet! We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life for our girls.

We will run overnight camp at two of our camp properties: Keyauwee Program Center in Sophia, NC and Camp Ginger Cascades in Lenoir, NC. Staff will have the unique opportunity to work at both properties, spending the first 2.5 weeks at Keyauwee and then moving to Ginger Cascades for four weeks. In addition to overnight camp, there will be a special, one-week camp session at Camp Pisgah in Brevard, as well two weeks of day camp held at offsite locations in Greensboro and Iredell County. Camp team members hired for overnight camp will also assist with these additional camp opportunities.

So, are you ready to share your love of the outdoors with girls this summer? Are you ready to grow in your leadership skills and make connections with others who are dedicated to bringing girls outside? We hope so!

Position Summary

The Business Manager reports to the Camp Director and is part of the Administrative Team at camp. This position communicates with parents and other customers about business needs via phone, email, mail, and Salesforce cases. The Business Manager is also responsible for purchasing program supplies and running the camp Trading Post, as needed. This position may also drive vehicles for offsite field trips, as needed. The Business Manager will supervise the Field Trip Coordinator and Media Specialist. They will work closely with the entire Administrative Team to ensure that we are conducting safe and high-quality programming at all times and help with other duties as assigned. The position involves considerable independent work as well as being an effective member of a team.

Major Responsibilities

- Respond to parent and customer communications via phone and email related to camper registrations, parental and general camp operational questions, referring any issues to the Camp Director.
- Monitor the Summer Camp Registration Queue in Salesforce.
- Supervise the Field Trip Coordinator and Media Specialist.
- Manage incoming and outgoing mail.
- Compile camper rosters by week and age group.
- Collect and input data from camper surveys.

- Serve as a guide, mentor and role model to campers and staff.
- Purchase program supplies, as needed.
- Manage the camp Trading Post, as needed.
- Drive for offsite field trips, as needed.
- Assist with staff training, as needed.
- Other duties as assigned.

Additional Accountabilities

- Actively support all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seek to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensure that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintain strict confidentiality when handling sensitive information.
- Attend all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Ensure that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences; actively support and promote the camp's commitment to diversity and inclusion.
- Respond to all emergency and crisis situations quickly and calmly.

Requirements

- At least 21 years old.
- 1 year of experience supervising staff.
- 1 year of experience working in an office or summer camp setting.
- Must successfully pass a criminal background check and a driver history check.
- Current First Aid/CPR certification, or ability to obtain certification.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 12-passenger van.
- Must have the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities.
- Love being outdoors and willing to work outdoors in the heat, humidity, and rain.
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.
- Strong commitment to diversity, equity and inclusion.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;

- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile multiple times a day.
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 12-passenger van.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date**_____