

Position Description

Position Title: **Business Manager**

Reports To: Camp Director

Status: Seasonal, Non-Exempt

Salary: \$300-\$450 per week

Position Summary

The Business Manager directs the overall business operation of the camp Trading Post on a seasonal basis, including purchasing, customer service, and financial records. Additionally, this position is responsible for day camp shuttles, as well as other driving as needed during the summer. Other office duties as needed may be assigned by the Camp Director. The position involves considerable independent work as well as being an effective member of a team.

Major Responsibilities

- Manage the daily operations of the camp Trading Post, including purchasing, inventory control, customer service and record keeping.
- Manage communications with customers and vendors regarding Trading Post operations.
- Supervise any staff assigned to assist in the store.
- Manage overall finances of the Trading Post and inform camp director of income and expense status.
- Responsible for the day camp pickup and drop-off shuttles Monday – Friday.
- Assist in re-stocking camp supplies as requested by the Camp Director.
- Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions, referring any issues to the Camp Director.
- Manage incoming and outgoing mail.
- Record, file, summarize, and prepare reports related to camper registrations.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- 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

- Minimum age of 20
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 15-passenger van
- Hold current certification in standard First Aid and CPR as per ACA guidelines

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 15-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** _____