



## **Position Description**

**Position Title:** Business Manager

**Reports To:** Camp Director

**Status:** Seasonal, Exempt

**Salary:** starts at \$400/week

**Dates:** May 26-July 5 & July 13-August 2, 2025

### **About Our Program**

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

### **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 as needed. This position may also drive vehicles for offsite field trips, as needed. The Business Manager will supervise the Media Specialist to share camp photos with families and with GSCP2P for promotional purposes. 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 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.
- 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.