

## Business Manager Position Description

**Position Title:** Business Manager

**Reports To:** Camp Director (or Outdoor Experience Manager)

**Status:** Seasonal, Exempt

**Salary:** Starts at \$400/week; paid bi-weekly

**Dates:** May 26, 2026 - August 1, 2026

### 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, e-mail, 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 e-mail 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.
- 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**

- Attend all administrative meetings as needed.
- Actively support all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and campers.
- 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.
- Continually seek and accept 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**

- Staff member must be at least 21 years old.
- At least one year of experience supervising staff.
- At least one 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.
- Passion for working with youth.
- Possess a love of being outdoors and willing to work outdoors in the heat, humidity and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet or air conditioning).
- 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 each day;
- Tolerance for working at heights exceeding 15 feet;

- 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.

**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.