



Job Title: Seasonal Business Manager
Department: Program
Reports to: Resident Camp Director

Job Summary

The Seasonal Business Manager is responsible for assisting the Resident Camp Director in the operation and business of the Resident Camp Program within the framework of Girl Scout program standards. The Business Manager will assist in providing a safe, fun, and nurturing environment for campers and staff, and will have a positive attitude toward individual programs and camp in general. Resident camp employment is seasonal, with dates of employment approximately May – August.

Essential Duties and Responsibilities

1. Follow established procedures for supervising camper health and enforcing all safety regulations.
2. Assume responsibility for health and safety of campers.
3. Maintain positive relations with families, visitors, and the public at all times.
4. Follow all camp rules and enforce them among campers and staff.
5. Actively participate in staff training and meetings.
6. Work cooperatively with unit, program, and administrative staff to provide an enjoyable environment for all campers.
7. Participate and instruct campers in emergency procedures.
8. Assist staff with meeting personal goals and those established by the camp for individual growth and development.
9. Respond to and provide opportunities for discussion of individual or group problems or concerns.
10. Manage the camp's business concerns.
11. Perform some clerical responsibilities.
12. Enter data for budget tracking system.
13. Prepare meaningful financial statements for resident camp director.
14. Set up and maintain petty cash system(s).
15. Act as the central contact for compiling supply requests; create a master supply list.
16. Assist the food services manager with food/supply orders and deliveries.
17. Purchase, order, and/or pick-up supplies as needed from local merchants.
18. Coordinate distribution of 'camp packs'.
19. Submit all required paperwork on time.
20. Other duties as assigned or required.

Minimum Qualifications

1. Must have current GSUSA membership and be at least 21 years old.
2. Current First Aid and CPR certifications or the willingness and ability to obtain.
3. Experience and/or education in general accounting procedures
4. Possession of valid driver's license and proof of insurance
5. Working knowledge of Microsoft Office and navigating the Internet.
6. Ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.

7. Sound judgment and problem-solving skills for dealing with daily issues in a variety of situations.
8. Ability to work effectively with people from diverse backgrounds.
9. Patience to deal with 5 or more people at the same time.
10. Ability to lift and move equipment weighing approximately 25 pounds.
11. Ability to endure occasional exposure to sun, heat, and animals such as bugs, snakes, bats, etc.
12. Physically able to move about the camp property in various environmental conditions.
13. Ability to speak distinctly to communicate with members and staff on the phone or in person.
14. .Desire and ability to work with and relate to children and one's peers.
15. Act as a team player with the desire to do whatever is necessary to make the total camp program successful.
16. Ability to live in an assigned area with other staff for the duration of the camp season.
17. This position is a Safety Sensitive position.