

GSCSNJ SUMMER CAMPS

Job Description

Job Title: **Business Manager**
Classification: Exempt (Seasonal)
Reports to: Camp Director
Location: Oak Spring Day Camp

Position Purpose:

The Business Manager directs the overall business operation of the camp, including purchasing, coordinating camper transportation, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team.

Essential Job Functions:

1. Oversee the inventory and ordering of business, program, and office supplies.
 - ♦ Coordinates with Program Managers, Waterfront Manager, and Health Supervisor to secure necessary supplies prior to the start of camp
 - ♦ Maintain inventory of office supplies and place appropriate orders.
 - ♦ Monitor office and program equipment for good operating condition. Report repairs as necessary.
 - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
 - ♦ Perform shopping function as needed.
 - ♦ Submit complete written inventories of all equipment and supplies at the close of camp along with a written report of recommendations prior to the end of camp.
2. Manage all customer service and communication functions with customers and vendors.
 - ♦ Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions.
 - ♦ Refer concerns to camp director.
3. Assist in the management and record keeping of camper and staff information.
 - ♦ Maintain accurate attendance rosters for program, bus, and administrative use; provide full rosters to Health Supervisor and Waterfront Manager; provide abridged roster for Kitchen Manager prior to the start of each week
 - ♦ Assist camp director in the collecting and filing of human resource forms from camp staff.
 - ♦ Record, file, summarize, and prepare reports related to camper registrations.

Other Job Duties:

1. Attends all trainings and staff meetings before and during camp season.
2. Conduct Lost Camper Drills with Health Supervisor and Administrative Staff on a weekly basis.
3. Adheres to all GSCSNJ council policies and procedures.
4. Observes all safety precautions and complies with all GSCSNJ council health and safety rules and procedures.
5. Participate enthusiastically in all camp activities, planning and leading those as assigned.
6. Assist with camper units as needed, including staff coverage.

Qualifications:

- ♦ Must be at least 21 years old.
- ♦ Valid drivers' license, proof of insurance and access to reliable transportation. Daily and/or occasional travel may be required.
- ♦ Must be able to count and do inventory for ordering.
- ♦ Outstanding written and oral skills; presentation skills to internal and external audiences.
- ♦ Demonstrated ability to work independently; manage multiple priorities, creatively solve problems, and foster a pluralistic environment.
- ♦ Flexibility, creativeness, and self-motivated, highly organized.
- ♦ Subscribes to the principles of the Girl Scout Movement; Girl Scout experience helpful.
- ♦ Experience in business or office setting.
- ♦ Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
- ♦ Ability to work within a budget and purchase supplies efficiently.
- ♦ Must submit health history record and record of immunizations prior to first day of work.

Physical Aspects of the Job:

- ♦ Must be able to speak, hear, write and read communications clearly.
- ♦ Ability to safely and properly operate business equipment.
- ♦ Manual dexterity to utilize computer and other office equipment.

Employee Printed Name

Employee Signature

Date

Director Printed Name

Director Signature

Date