

## Position Description

**POSITION:** Business Manager  
**CAMP LOCATION:** Cloud Rim or Trefoil Ranch  
**CLASSIFICATION:** Seasonal Staff Member  
**RESPONSIBLE TO:** Camp Director

### **JOB ACCOUNTABILITIES:**

- Complete weekly and end-of-season reports. As a member of the camp Leadership Team, assist the Camp Director in the development, implementation, evaluation, and administration of the council's program for resident camp.
  - Work with the Camp Director and leadership team to maintain the American Camp Association standards book.
  - Work with the Camp Director to maintain all financial records, manage the overall camp budget, and make bank deposits as needed.
  - Organize and supervise weekly camper check in/out; report all no-show campers to the Program and Camp Registrar; manage all late check ins and early check outs.
  - Work with Assistant Director to assemble take home packets; ensure that they are distributed to parents/guardians during check out.
  - Manage the ordering, purchasing, and distributing of supplies necessary for the operation of the camp program.
  - Assist with transportation of campers and staff to the clinic or other health service facilities.
  - Manage the collection and distribution of mail in camp.
  - Manage the camp trading post.
  - Maintain camp car by completing daily safety inspections, recording mileage and maintenance checks, ensuring first aid kit is properly stocked with supplies, and filling the vehicle with gas.
  - Assist in any area of camp as needed.
- Participate in general camp program and operations.
  - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.
  - Assist with camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
  - Attend and participate in staff training and the closing of camp.
  - Eat meals with the campers and supervise clean up after meals.
- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

### **CAMP STAFF ROLE IN MISSION EFFORTS:**

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

### **QUALIFICATIONS:**

- Must be a certified driver on council's behalf (clear MVR background, be at least 21 years of age and provide proof of auto insurance and motor vehicle licensing)
- Resident camp experience preferred.
- Hold current Red Cross First Aid and CPR certifications, or the equivalent.
- Hold a current Utah Food Handler's Permit.
- Possess good organizational, leadership, and teaching skills:
  - Ability to schedule and manage time, resources, and people.
  - Strong decision making skills while exercising good judgment.
  - Six weeks experience in a management or supervisory role is required (six months is preferred).
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
  - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
  - Ability to walk, stand, and work on feet up to 8 hours a day.
  - Ability to live and work in a high elevation (up to 9200') and outdoor setting.
  - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.