

**Job Description**

**Position:** Business Manager

**Responsible To:** Camp Director

**Classification:** Seasonal Staff Member

**Camp Location:** Cloud Rim or Trefoil Ranch

**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.

**Qualifications**

* A certified driver is preferred
  + (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.

**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 strongly encouraged to join the Girl Scout movement and accept the beliefs and principles of the organization. GSU is committed to fostering an environment of equality in which people of diverse backgrounds and identities are treated with dignity, courtesy, and respect. All staff members are responsible for upholding these values and are expected to thoughtfully work with diverse populations.