

Job Description

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| JOB TITLE: Business Coordinator | | FLSA: |
| DEPARTMENT: GSHNJ Camps | | PAY GRADE: |
| REPORTS TO: Camp Director | | DATE: |
| <p>JOB SUMMARY: The role of the Business Coordinator is to oversee Trading Post operations and photography at camp. They will also work closely with the Camp Coordinator in the management of supply/food requisitions and ordering.</p> | | |
| <p>MAJOR ACCOUNTABILITIES:</p> <ul style="list-style-type: none"> • Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions. • Maintain accurate records of all campers and staff deposits, transactions, and refunds in Trading Post. • Maintain accurate inventory records and reports in Trading Post. • Maintain Trading Post and its storage area in a clean and organized manner. • Manage Trading Post order forms and distribute purchases to campers and staff. • Notify the Camp Director of the need to reorder or purchase items for Trading Post. • Train and oversee weekly Media Coordinators in the use of the camp camera. • Create and manage online photo albums for summer camp in PixieSet. • Assist the Camp Coordinator in supply and food requisitions, ordering, and distribution. • Do weekly supply runs as needed, including trips to stores and council service centers. • Assist in instructing and leading campers in emergency procedures such as van evacuation, fire drills, evacuations, etc., as required. • Perform other duties as Bus Counselor, Before/After-Care Counselor, and/or Overnight Counselor if needed. • Perform other duties as assigned for the betterment of the campers, program, camp, and the council. | | |
| <p>JOB QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Must be at least 18 years of age. • Have a valid NJ driver's license. • Experience with Microsoft programs such as Word and Excel. • Current certification in First Aid, CPR, and AED child and adult. • Camping experience at a Girl Scout camp, youth camp, and/or Girl Scout experience. • Ability and desire to work with girls and adults in a camp setting. • Understanding of the capabilities, needs, and interests of children in related area. • Ability to manage multiple priorities and problem solve creatively. • Mature, reliable, responsible, good judgment, patience, strong interpersonal skills, and a sense of humor. • Good judgment in anticipating and preventing accidents, quickness in emergencies. • Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency. | | |