# Job Description

<table>
<thead>
<tr>
<th>JOB TITLE: Business Coordinator</th>
<th>FLSA:</th>
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<tbody>
<tr>
<td>DEPARTMENT: GSHNJ Camps</td>
<td>PAY GRADE:</td>
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<tr>
<td>REPORTS TO: Camp Director</td>
<td>DATE:</td>
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## 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.

## MAJOR ACCOUNTABILITIES:
- 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.

## JOB QUALIFICATIONS:
- 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.