

# Job Description

JOB TITLE: Trading Post Manager	FLSA:
DEPARTMENT: GSHNJ Camps	PAY GRADE:
REPORTS TO: Camp Director	DATE:

**JOB SUMMARY:**

The role of the Trading Post Manager is to provide sales to customers and support of inventory management of the Trading Post. They need to maintain accurate records of sales and all transactions.

**MAJOR ACCOUNTABILITIES:**

- Attend and successfully complete all required training, program workshops, staff meetings, and supervisory sessions.
- Maintain accurate records of all resident campers and staff deposits, transactions, and refunds.
- Receipt and credit the appropriate accounts on change days and secure money in the safe.
- Maintain accurate inventory records and reports
- Disperse money for out trips, payment to the stables, etc.
- Maintain and display the trading post inventory in a neat and orderly manner.
- Maintain the store, the storage room in a neat and clean manner to promote sales.
- Notify the Camp Director of the need to reorder or purchase items for the trading post.
- Actively participate in the end of the week clean up on Saturdays. (RESIDENT CAMP ONLY)
- Assist in instructing and leading campers in emergency procedures such as van evacuation, fire drills, evacuations, etc., as required.
- Travel between the OVAL Day Camp and Camp DeWitt if needed. (DAY CAMP ONLY)
- Perform other duties as Bus Counselor, Before/After-Care Counselor, and/or Overnight Counselor if needed. (DAY CAMP ONLY)
- 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.
- Current certification in First Aid, CPR, and AED child and adult.
- Experience working in a retail store or similar job is a plus.
- Reliable, responsible, good judgment, patience, and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.
- Have an understanding of the capabilities, needs, and interests of children.
- Ability to work on a computer for long stretches of time.