

**Position Title: Trading Post Staff**

Location: Gorham Scout Ranch

Job Classification: Seasonal

**About the job:** Under the direction of the Trading Post Operations Manager, Trading Post staff work in Gorham Scout Ranch Scout Camp's retail store (Trading Post). This is primarily a customer service role, with Trading Post staff assisting customers with purchases, answering phones, handling sales and packaging orders. The Trading Post at Gorham Scout Ranch operates weekdays and weekends and has day/night shifts as well as weekend hours available for interested candidates.

**Qualifications:**

- Candidates must be 15 years of age or older. Retail sales experience preferred but not necessary.
- Excellent people skills: ability to work with a wide variety of personalities.
- Ability to work with other camp staff and adult volunteers.

**Essential Job Responsibilities**

- Provide quality customer service by assisting customers and answering calls.
- Handle purchases and ensure orders are logged accurately.
- Stock shelves and organize product.
- Follow the daily schedule.
- Maintain discipline and safety.
- Be positive, demonstrate enthusiasm and show engagement with Scouts at all times
- Other duties as assigned

**Other Job Duties:**

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.

**Relationships:**

Staff assigned as Trading Post staff will register with the Boy Scouts of America and agree to promote the mission of the Boy Scouts of America and the Great Southwest Council. In addition, the dishwashers have a direct relationship with the Trading Post Manager in terms of facility and equipment needs of the Trading Post and associated equipment.

**Equipment Used:**

- Electronic Point of Sale device
- Soft-serve ice cream dispenser
- Pop-corn cooker

### **Physical Aspects of the Position:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to Scouts and staff.
- Ability to observe Scout behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist Scouts in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of Scouts.
- ♦ The position requires:
  - Prolonged standing, some bending, stooping, and stretching.
  - Requires eye-hand coordination and manual dexterity to manipulate kitchen equipment and handle food preparation.
  - Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate Scout and staff activities/programs.
  - Willing to live in a camp setting and work irregular hours overseeing food service in the facility available.
  - Ability to operate with daily exposure to various weather conditions.

How to Apply: If you feel your skills and experience are a match for this position, please request an application by emailing [gorhamscoutranch@gmail.com](mailto:gorhamscoutranch@gmail.com) with STAFF APPLICATION in the Subject line.