

BUSINESS MANAGER

Incumbent:

Classification: ***Exempt (Seasonal)***

Reports to: **Camp Director**

Position Purpose:

The Business Manager directs the overall business operation of the camp on a six-month basis (part time April, May, and August; full time June and July), including purchasing, Trading Post, personnel record keeping, customer service, and financial records. The position involves considerable independent work as well as being an effective member of a team.

Major Challenges:

- Securing adequate supplies prior to camp.
- Managing cash-flow
- Overseeing operation of the Trading Post
- Effectively managing the camp budget.

Essential Job Functions:

1. Manage the daily operations of the camp business service.
 - ♦ Operate Trading Post including purchasing, inventory control, camper accounts, and record keeping.
 - ♦ Supervise staff assigned to assist in the Trading Post.
 - ♦ Manage overall finances of the Trading Post and inform camp director of income and expense status.
 - ♦ Manage incoming and outgoing mail.
2. Oversee the inventory and ordering of business, program, and office supplies and arrange for the routine maintenance of the camp business equipment.
 - ♦ Maintain inventory of office supplies and place appropriate orders.
 - ♦ Ensure office equipment is in good operating condition.
 - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
 - ♦ Manage petty cash, recommend purchases, and perform shopping function as needed for all camp supplies.
3. Oversee the inventory and ordering of food and food service supplies and arrange for the routine maintenance of the camp kitchen equipment.
 - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
 - ♦ Manage recommend purchases for the dining hall, and perform shopping function as needed for all dining hall and kitchen supplies

4. Manage all customer service and communication functions with customers and vendors.
 - ♦ Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions.
 - ♦ Refer concerns to camp director.
5. Assist in the management and record keeping of camper and staff information.
 - ♦ Assist camp director in the collecting and filing of human resource forms from camp staff.
 - ♦ Record, file, summarize, and prepare reports related to camper registrations.

Other Job Duties:

- The Business Manager will participate in duties such as staff meetings, special celebrations, or be available to assist guests as needed.

Relationships:

The Business Manager 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.

The Business Managers has a designated relationship with the Camp Ranger to assist in the proper and efficient operation of all business appliances. Identification of the relationship between the Business Manager and the Program Staff is important to ensure appropriate supplies are available for program events and activities of the camp.

Equipment Used:

Proficient in computer skills and related word processing, data management, and Internet computer software. Knowledge of some maintenance, office, and kitchen equipment as well as a valid driver's license.

Qualifications: *(Minimum Education and Experience, Knowledge, Skills and Abilities)*

- ♦ Experience in business or office setting.
- ♦ Experience with retail sales.
- ♦ Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
- ♦ Ability to work within a budget and purchase supplies efficiently.