

## Camp Business Coordinator—Full Time Seasonal

Are you looking for a rewarding adventure this summer? Girl Scouts is seeking a seasonal Camp Business Coordinator with a keen eye for details. The successful candidate will be an excellent communicator with the skills to coordinate logistics, oversee accounts receivable/payable, manage trading post operations, administer camp-wide purchasing including collaborating with the food service Director on food and supplies, and handle all communications to/from camp. Share your business and retail talents to help ensure a fun and impactful experience for every girl at camp this summer.

### LEARN MORE AND APPLY TODAY!

[www.gsbadgerland.org](http://www.gsbadgerland.org)

### APPLICATION PROCEDURE

Email cover letter and resume to Kathy, Chief Talent Officer at [HR@gsbadgerland.org](mailto:HR@gsbadgerland.org) or complete an online application at [www.gsbadgerland.org/en/our-council/careers.html](http://www.gsbadgerland.org/en/our-council/careers.html). Candidates who apply on or before February 28, 2023 will be given priority consideration.

### POSITION SUMMARY

With a keen eye for details, the Business Coordinator will coordinate rosters and logistics, oversee accounts receivable/payable, manage trading post operations, coordinate ordering/purchasing, and handle incoming/outgoing communications to/from camp. Share your business and retail skills, ensuring a fun, memorable smooth operating summer. Dates of employment are June 5<sup>th</sup>, 2023 – August 18<sup>th</sup>, 2023.

### BENEFITS

- You'll receive personalized, supplemental training prior to working with participants.
- You'll develop critical resume building skills and impactful, relevant job experience.
- You'll receive a highly competitive seasonal camp salary of \$350-\$375 per week with lodging and meals included.
- You'll be working in a collaborative team-driven environment which will enhance your leadership skills.
- You'll be working alongside and potentially develop lifelong friendships with others from around the country.
- You'll be making a transformational difference—your job will be mission focused, meaningful work in the outdoors, supporting today's girls!

### MAJOR ACCOUNTABILITIES

- Manage the camp's business concerns.
- Ensure trading post is operated and fully stocked during all programs.
- Create and compile camp rosters and reports weekly.
- Ensure good communications with parents and staff and provide prompt attention to phone calls, emails, mail, etc.
- Complete invoices, receive and/or account for accounts receivable/payable and track budget expenses.

### KEY RESPONSIBILITIES

- Maintain the trading post including inventory, daily stocking, supervise sales and daily cleaning.
- Coordinate busing including assigning bus monitors and rosters.
- Ensure all paperwork and forms are organized and accessible, including rosters, registration forms, background check information, etc..
- Participate in pre-camp staff training.
- Assist in the opening and closing procedures of camp.

- Coordinate ordering, shopping and purchasing as necessary.
- Report on the condition and status of all equipment and supplies in a thorough inventory at the end of summer.
- Keep office area clean, presentable and functional.
- Other duties as assigned.

## **COMPETENCIES**

Interpersonal Relations, Judgment and Decision Making, Team Building, Conflict Management, Problem Solving, Camper/Staff Responsiveness, Personal Integrity and Professional Conduct, Self-Management, Time Management, Adaptability, Oral Communication, Written Communication, Information Management, Organizational Knowledge, Networking, Parent/Volunteer Relations, Project Management, Creativity, Attention to Detail, Enthusiasm.

## **POSITION REQUIREMENTS:**

- Experience in teaching, guiding and working with children.
- At least 21 years of age.
- Ability to lift 40 lbs.
- Experience and/or education in general accounting procedures.
- Experience and/or education in maintaining inventories, managing and purchasing supplies.
- Good driving record and valid driver's license for at least one year. Valid driver's license, compliance with the council's policy of automobile insurance limits, and a driving record that meets the requirements for coverage of the council's business auto insurance carrier.
- Willingness to subscribe to the philosophy of the Girl Scout program and enroll as a Girl Scout member.
- Comfort and ability to live, sleep, and work irregular hours in a rustic outdoor environment and through possible irregular weather conditions.
- Physical demands and work environment regularly requires the employee to walk, hike, and work outdoors in wooded areas and on uneven natural paths.
- Be or become Red Cross First Aid/CPR/AED certified.