

Girl Scouts of Connecticut

Job Title: Office Manager/Business Manager

Reports to: Camp Director

Type of Camp: Day and Resident

Location: To Be Determined

POSITION SUMMARY:

This position is responsible for assisting the administration in the management of the business operation of the camp including financial records.

MAJOR ACCOUNTABILITIES:

- Participates in the daily camp administration through delegated parts, the overall business operation of the camp and its public image..
- Model behavior consistent with Girl Scout Mission, Promise and Law.
- Ensure that all health, safety and program standards are followed at all times in compliance with ACA, Council policy, *Safety Wise*, and State Laws and regulations.
- Assist with the planning and implementation of pre-camp training, in-service training and staff meetings throughout the summer.
- Keep accurate records of income and expenses. Prepare financial reports and code bills for payment to be submitted to the council office at regular intervals.
- Shop for materials and supplies as needed at the direction of the Camp Director.
- Cooperate with the establishment and performance of emergency procedures and drills at camp. (Maintain accurate "people on camp" lists).
- Keep logs of camp vehicles, and perform periodic maintenance checks of camp vehicles
- Supervise the petty cash use by all staff, especially trip and travel staff.
- Supervise the operation of the camp trading post, including inventory, sales on incoming and outgoing days, and operations for campers during camp sessions.
- Ensure that the business office is staffed during the business days and that phone calls are returned in a timely manner, and that messages are delivered on a regular basis.
- Participate in opening and closing procedures of the camp season.
- Assure the maintenance of professional camper/staff relationships.
- Drive a large camp vehicle with campers and staff as assigned.
- Knowledge of pluralism and diversity issues and the ability to effectively communicate and work with all people to encourage full participation in Girl Scouting.
- Keep records, reports, and maintenance requisitions as necessary.
- Keep the Camp Director (or other designated person) and department heads informed on activities, problems, and concerns on an on-going basis. Participates in supervisory conferences.
- Other duties as assigned

SKILLS AND COMPETENCIES:

High School graduate or its equivalent. Associate or Bachelors Degree in business, accounting, or camp management preferred. At least 21 years, 25 preferred.

Ability to keep accurate and detailed records and reports, Ability to use and *Excel* spreadsheet.

The ideal candidate will possess experience which relates to job responsibilities including successful experience in camping, computers, and organizational skills. A desire to work in the out of doors and experience working with children a plus. Must be able to lift 50 pounds..

The candidate must show willingness to abide by the policies and practices of the Girl Scouts of Connecticut.