



Girl Scouts of Manitou Council
5212 Windward Court Sheboygan, WI 53083
(920) 565-4575

**Summer Camp Staff Job Description:
Retail Coordinator**

Purpose: Responsible for the operation of the camp store and management of online photos, Facebook page, and newsletters.

Responsible To: Director of camp and program

Principal Duties:

- Work cooperatively with the activity coordinator and unit staff when scheduling camp store hours of operation and time for photographing activities throughout camp.
- Keep track of camp store inventory and maintain customer balances and receipts; keep the director of camp and program informed on sales and remaining inventory.
- Complete daily/ weekly envelopes of money that need to be turned into the director of camp and program. Included in this envelope should be reports of item summaries, detailed sales summary, payment summary, and others as needed.
- Must ensure accurate money transactions when it comes to cash, check, credit card, and program credit cards.
- Ensure security of camp store at all times.
- Keep the camp store, neat, clean, fully stocked, and organized, keeping a current inventory at all times.
- Communicate with parents/guardians regarding campers' store deposits.
- Upload photo and videos of camp activities to online gallery several times per week.
- Monitor and post updates on camp Facebook page regularly.
- Post camp newsletters online throughout the week, briefing campers' family and friends on the exciting activities happening at camp and promoting the Girl Scout mission.
- Re-order camp store supplies as needed and authorized by the director of camp and program; make camp supply town runs as needed.
- Assist in the opening, closing, and end of session procedures of the camp.
- Assist with check-in and out of campers by operating camp store and handling all deposits of all campers' money.
- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Be available to stay at camp a few weekends during the summer with fellow staff on a rotating basis to supervise and provide activities for campers.
- Participate in lifeguard training and complete all certification requirements, as able.
- Help with pool, lake, archery, and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats and other duties as necessary.

- Complete other duties as assigned by the director of camp and program or Girl Scouts of Manitou Council staff member.

Qualifications:

- Minimum age: 18 years old.
- Knowledge and experience in business administration and record keeping.
- Must be able to obtain or become certified in First Aid/CPR/AED.
- Become a registered Member of Girl Scouts of the U.S.A. and pay membership fee.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Have a genuine liking, interest and experience with working with children.
- Display enthusiasm, flexibility, objectivity and maturity of judgment.
- Ability to relate to youth and adults in a positive manner.
- Ability to manage time effectively, work independently handle several projects at the same time.
- Ability to place needs of girls and camp above personal desires.
- Experience with photography and uploading pictures.
- Experience using QuickBooks preferred.
- Ability to work in a camp setting and appreciate the outdoors.
- Valid driver's license, insurance, and access to vehicle preferred.
- Archery instructor preferred.
- Certified lifeguard preferred.

Essential Functions of Job:

- Ability to observe camper & staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Ability to use a telephone and computer.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun, heat, and other weather conditions, animals, and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Ability to set up, take down, operate camp program equipment, and lift 50 pounds.