

CAMP STORE MANAGER

DESIRED QUALIFICATIONS

- Must have budget management and accounting abilities.
- Must have experience and / or education in general accounting procedures.
- Must have a love for children and possess ability and desire to work in a camp setting.
- Must work well with others and have supervisory abilities.
- Must be adaptable and enthusiastic.
- Must have at least one season of camp experience.

RESPONSIBLE TO CAMP DIRECTOR AND OFFICE MANAGER

CAMP GOALS

- To operate within the budget set for the summer camp program, keeping accurate records of purchases and expenditures.

GENERAL RESPONSIBILITY

- To manage the camp trading post.

SPECIFIC RESPONSIBILITY

1. Set up and maintain a balanced petty cash accounting system.
2. Supervise sales and inventory of camp trading post.
3. Conduct initial and end of season inventory.
4. Maintain attractive displays of all store merchandise and properly priced.
5. Supervise and train cashiers to run the trading post efficiently.
6. Balance the trading post cash register at the end of each day.
7. Turn into the conference treasury office all money received.
8. Purchase supplies as needed for the trading post or departments.
9. Perform other duties as instructed by the camp director or office manager.
10. Make camp store schedule for cabins and distribute to counselors.
11. Use our Massachusetts State Tax Exempt number for all trading post purchases. See Camp Director for the number.

ESSENTIAL FUNCTIONS

Must have knowledge of accounting, ability to use office equipment, ability to drive to pick up supplies, carry and load supplies, keep neat and orderly financial records, oversee all trading post functions.