

JOB DESCRIPTION

Position: Camp Store Manager

Desired Qualifications:

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to teach several activities
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, good judgment, patience, and self-control
- At least 18 years old with one year of college

Responsible To: Directors, Assistant Directors

Camp Goals: To provide a safe, natural, happy and secure environment where kids can be kids. We believe hiring and training a mature, caring fun loving staff is the key element in helping us achieve this goal each summer. We believe in providing a structured program for children that emphasizes a feeling of family, friendship and belonging and encourages active participation in a variety of experiences. We believe summer camp should be a positive growing experience for everyone involved.

Specific Responsibilities

- Operating Camp Store - inventory, ordering, sales and billing of Camp Store items, act in a friendly and welcoming way to campers and staff who visit the Camp Store. Schedule groups to visit the store during their session. Open Camp Store on Closing Day for families.
- Mail - sort, stamp and prepare mail for mailing daily. Prepare incoming mail for delivery to campers at mail call.
- Work with assigned group when available - sit with at meals, sit with at campfire, assist at dorm-cleanup, cover at rest period
- Sleep in dorms at night as assigned
- Lead at least one activity daily as assigned by Program Director
- Town errands -run town errands daily, represent camp in a positive manner to those you come in contact with in town
- General office support - assist Julie and Erica in essential office tasks as needed
- Camp office as needed- answer phones, communicate with parents in a professional manner, computer and database use
- Attend staff training during pre-camp and in-service training
- Assist in opening the camp, including activity area set up, store set up, equipment unpacking, cabin setup and cleaning
- Communicate in a timely manner with a Director about any concerns related to your job
- To develop opportunities for interaction between campers and staff
- To instruct campers in emergency procedures such as fire drills, evacuating the cabin/camp, etc.

- To set a good example for campers and others demonstrating punctuality, teamwork, sharing of clean up and chores, sportsmanship, manners, etc.
- To follow all camp rules and policies
- To encourage respect for other people, the environment, personal property, camp equipment, and camp facilities
- To manage personal time off in accordance with camp policies
- To assist in camp closing as directed, including basic grounds cleanup, cleaning and organizing cabins, packing and storing supplies, examining, cleaning, packing and inventorying equipment
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions

- Cognitive and communication abilities to plan and conduct group and individual activities to achieve camp goals
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Possess strength and endurance required to maintain constant supervision of campers
- Ability to carry out all duties at an elevation of at least 5,500 feet
- Possess physical ability to move about the camp
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities
- Physical ability to respond appropriately to situations requiring first aid and CPR, to assist campers in emergency situations (fire, evacuation, illness, or injury), and to communicate via radio and telephone to summon help