

## **CAMP STORE MANAGER**

*The Camp Store Manager is responsible for all aspects of the Camp Store and ensuring smooth operation of Camp Store related tasks. The Camp Store Manager is also a member of the summer Leadership Team, directly supervises campers, provides support for counselors, and contributes to the overall success of camp.*

### **Camp Goals**

To provide a safe, 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.

### **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

**Reports to:** Director Team

**Requirements:** Valid Driver's License

### **Duties and Responsibilities as Store Manager**

1. Operate Camp Store:
  - a. Inventory, orders, sales, and bill all Camp Store items.
  - b. Schedule groups to visit the store during the session during dorm clean-up and rest period.
  - c. Open Camp Store on Closing Day for families
2. Sort, stamp, and prepare mail daily. Prepare incoming mail for delivery to campers at mail call
3. Assist in the Office as needed. Answer phones, communicate with parents in a professional manner. Computer and database use.

4. Assist in Office on Opening Day.
5. Run town errands daily. Represent camp in a positive manner to those you come in contact with in town.
6. Assist in opening camp, including activity area set up, store set up, equipment unpacking, cabin setup and cleaning.
7. Assist in closing camp including: basic grounds cleanup, cleaning and organizing cabins, packing and storing supplies, examining, cleaning, packing and inventorying equipment.

### **Other Duties and Responsibilities**

1. Swing counsel as needed (may have a cabin group during sessions #1, #6, and/or #7)
2. Lead at least one activity daily as assigned by the Program Director.
3. Prepare Swim Boards each session.
4. Collect and store Contraband in the Office.
5. Assist with checking hands before meals (as needed).
6. Assist in the Kitchen and with meals (as needed).

### **Essential Functions and Physical Requirements**

1. Ability to relate to youth and adults in a positive manner.
2. Demonstrate knowledge and skill in program areas.
3. Cognitive and communication abilities to plan and conduct individual and group activities with campers and staff to achieve camp goals.
4. Ability to observe staff and camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
5. Sufficient visual and auditory ability to monitor participants and staff, recognize potential hazards, and respond appropriately to ensure safety during all camp activities and programs.
6. Physical ability to respond appropriately to situations requiring a waterfront rescue and/or first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

7. Endurance including: prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and the ability to lift up to 50 lbs.
8. Eye-hand coordination and manual dexterity to manipulate equipment and perform camp activities.
9. Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
10. Ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.