



## **TRADING POST DIRECTOR Position Description**

### **POSITION CONCEPT**

The Trading Post Director oversees all aspects of the Trading Post operation. The Trading Post Director reports to the Camp Director, and lives on-site at Camp Geronimo during camp.

### **PRINCIPLE RESPONSIBILITIES**

- Exemplify the Scout Oath and Law. Support Boy Scouts of America (BSA) policies and the Aims and Methods of Scouting. Strive to provide programs that are exciting, dynamic and appealing to today's youth; that meet the needs of the youth and the units attending camp; and that are fun and safe.
- Work closely with Camp Director on all Trading Post matters. Work collaboratively with Program Director, Area Directors, Staff Hill Scoutmaster, Camp Commissioner, other camp staff, Camp Ranger, Dining Hall vendor and staff, and Council staff.
- Attend monthly pre-camp planning sessions.
- Assist Camp Director in hiring area staff. Attend staff hiring weekend in March. Perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist Camp Director in staff training. Assist in provision of staff training opportunities including staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Ensure that the Trading Post is ready for daily operations, is efficiently laid out, clean and well-stocked.
- Provide exemplary customer service.
- Record sales and receipts on at least a daily basis, and keep written and computer records as required by Camp Director or Council. Advise Camp Director of any discrepancies in inventory or sales receipts.
- Secure Trading Post when not open for business. Follow cash management policies per BSA and Council. Ensure cash and credit receipts are kept secure. Make deposits at bank on schedule determined by Camp Director or Council.
- Maintain current and accurate inventories of Trading Post merchandise. Process orders merchandise in a timely manner to ensure adequate supplies. Maintain vendor lists. Assist Area Directors and other camp staff in ordering supplies when necessary. Create and/or maintain a maintenance and replacement schedule for all major equipment.

- Other duties as assigned by Camp Director.

### **Daily Operations**

- Make sure each program is presented on time with all materials on hand, ready to go.
- Develop and maintain a program that imparts useful knowledge, that supports the aims and objectives of the Boy Scouts of America, and that is fun, challenging and safe.
- Impress upon all participants that they are only learning some of the basics, and should never attempt activities without experienced, trained supervision and proper safety equipment.
- Strive to be sure that there are plenty of interesting program activities so that campers do not have to stand around waiting.
- See that the program area is always clean and efficient.
- Inspect program materials frequently and keep your Camp Director informed of any supplies needed.
- Ensure a safe and adventurous experience, while fulfilling the requirements of the Merit Badge.

### **END OF SEASON**

- Update the Camp Geronimo Program Area Standard Operating Procedures to reflect current program usage and lessons learned
- Ensure all equipment is inventoried and stored properly
- Ensure the Gear Records and Maintenance Logs area up to date
- Write suggested changes, updates, opportunities, and program adjustments for the upcoming year.

### **ADDITIONAL QUALIFICATIONS**

#### **Required (must be met prior to the start of summer camp)**

- Be at least 21 years of age.
- Be a registered member of the Boy Scouts of America.
- Customer service experience.
- Familiar with MS Word and Excel and/or use of computer databases.
- Attention to detail.

#### **Preferred**

- Retail experience.
- Familiar with Quickbooks Point of Sale or PC Charge.
- Expert in MS Word and Excel and/or use of computer databases.
- Certified in American Red Cross CPR/AED, or Council-approved equivalent.
- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.

- Prior BSA experience, residential camp experience, unit leadership, or leadership/management of youth and young adults.