

<b>Job Title:</b>	Office/Trading Post Manager	<b>Property:</b>	Tahosa High Adventure Base
<b>Camp/Department:</b>	Operations	<b>Salary Level:</b>	Grade 3
<b>Location:</b>	173 County Road 96 Ward, CO 80481	<b>Staff Supervisor?:</b>	No
<b>Reports to:</b>	Camp Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	No

### Job Summary

The Office/Trading Post Manager works closely with the Camp Director to lead the operations of the camp office and trading post.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Conduct unit check in and check out. Ensure unit paperwork is complete, numbers are correct and the money due is collected.
- Open and close the Trading Post and Camp office on time and operate in a Scout-like manner.
- Supervise staff assisting with trading post.
- Maintain cleanliness of the trading post and camp office including the exterior.
- Ensure the trading post is stocked fully and adequate change is in the register.
- Keep track of trading post inventory.
- Manage the register and complete daily count-out and safe deposits. Ensure required paperwork for the Council is prepared and accurate.
- May maintain petty cash if requested by Camp Director.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

#### CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

#### REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 9,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

#### DIRECTLY SUPERVISES

- None

**ADDITIONAL NOTES**

- This position may be combined with another camp staff position.