

SONOMA DAY CAMP VOLUNTEER JOB DESCRIPTION

POSITION: BUSINESS MANAGER

REPORTS TO: CAMP DIRECTOR

PURPOSE: The Camp Business Manager will organize, and maintain important documents for camp and provide administrative support to the Director and camp administrative staff.

PRINCIPAL DUTIES:

- Ensures the effective operation and business management of the day camp within the budgetary limits established by the fees for the camp.
- Ensures camp adherence to GSUSA program standards and council program policies.
- Participates in day camp training.
- Assists with pre-camp staff training.
- Maintains shopping lists, buys food/supplies, prepares food/supplies for distribution, i.e., in unit parcels.
- Pays all outstanding bills.
- Attends staff meetings.
- Responsible for donation thank you letters, etc.
- Completes business manager's reports and submits to camp director within 15 days after the close of camp. Report will include original receipts and copies of bank statement and check register.
- Completes other duties as assigned by director.

QUALIFICATIONS:

- 21 years old or older, a registered Girl Scout Adult (male or female),
- GSNorCal Security Cleared / Background Checked
- Sound judgment in purchasing supplies and coordinating various business activities in camp
- Tact in dealing with people
- Accuracy with details
- Ability to perform office work in camp situation in accordance with established procedures
- Strong oral and written communication and interpersonal skills
- Strong organizational skills
- Financial management skills
- Ability to use a telephone and calculator or adding machine
- Knowledge of Girl Scout program and safety practices
- Ability to traverse camp properties and other outdoor sites
- Ability to lift and carry 40-50 pounds
- Willingness to register as a Girl Scout member (if not already)
- Willingness to comply with the council's volunteer application policy
- Willingness to fill out/sign all required camp forms (volunteer agreement, health form, etc.)