girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Day Camp Business Manager**

Purpose of the position: To see that sound business procedures are followed in the day camp operation.

Accountability: Appointed by the District Chair and accountable to the Day Camp Director.

Staff/Department: Camping Services Manager/Camp Program

Terms of appointment: October through September, not to exceed four consecutive terms.

Time Commitment: 10-15 hours a month plus 1 week at camp

Responsibilities:

- Handles funds in accordance with Council approved procedures
- Requires accounting from all Day Camp Staff for all funds
- Prepares budget and statements of funds with the Day Camp Director
- Conducts staff training on financial responsibilities
- Purchases food and other supplies for camp
- Receives total number of campers in each unit from Director, balances number of campers with amount of money received
- Orders and plans for distribution to camp and day camp units all equipment and supplies needed, as requested and approved by Day Camp Director (may be delegated to Equipment Manager)
- Keeps accurate, complete records of all financial transactions; makes certain that purchaser's name and day camp name appear on each bill, voucher and receipt
- Submits books for review upon request
- Keeps expenses within the camp budget
- Attends staff meetings at Day Camp Director's request
- Closes all charge accounts immediately upon close of day camp
- Makes purchases before reconciliation of day camp account, If funds permit, and additional permanent equipment is needed at close of camp
- Submits required Business Manager's Reports *WITHIN TWO WEEKS* of close of camp

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Requirements of the position:

- Meets membership requirements
- Attends Day Camp Business Managers' training
- Adheres to the health and safety standards of the Girl Scouts of Eastern Missouri (GSEM) and Girl Scouts of the USA (GSUSA), as specified in *Safety Activity Checkpoints* and *Volunteer Essentials*
- Has use of a car, and holds a current driver's license and adequate insurance as required
- Is capable of being bonded
- Has attained the minimum age of 18
- Has sufficient time and dedication to carry out this commitment

Knowledge and skills required:

- Ability to keep financial records
- Skill in human relations and communications
- Background or willingness to learn and sincere interest in day camping
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available GSUSA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Job Orientation for Day Camp Business Managers