



Job Description: Business Manager

Essential Functions: The Business manager oversees the financial operations of Camp. He reports to the Camp Director. We works with the kitchen staff and the trading post staff to order supply and keep each area within budget.

- Responsible working with the camp Staff adviser for ordering the trading post inventory, including but not limited to: t-shirts, hats, staff gifts, volunteer gifts, food.
- Responsible for working with the camp program committee to order annual program and office supplies
- Review weekly trading post inventory and orders materials as needed
- Work with the Council Trading Post Manager to obtain needed inventory from National Supply
- Collaborate with the Kitchen staff on food ordering
- Work with the Ranger to ensure all cooking materials are in camp for the family night cook out, including but not limited to grills and propane
- Work with camp management on achieving the summer camp budget
- Maintain accurate and detailed financial records, including camper fees, trading post revenues petty cash, purchase orders, and check requests, according to council accounting standards
- Responsible for making daily deposits to minimize cash on hand, and completing daily reconciliation sheets
- Turn over all financial records to the Camp Director, Staff Adviser, or Scout Executive for review upon request
- Prepare meaningful financial statement for the Camp Director, the Council Accountant, and the Scout Executive.
- Responsible for returning inventory at the end of the season, including but not limited to candy, pop, food, and national supply items. This must be completed within one week of the staff being dismissed for the summer.
- Devise ways to lessen council losses on products at the end of the season
- Review year- end inventories and develop an order list for the following camp season
- Complete a year- end close-out report, including a final inventory, how camp did over all, and suggestions for the next camping season
- Complete the monthly USDA milk report, once at the end of June, and by July 28th





- Responsible for the cleanliness of the Camp Office, trading post, kitchen and dining hall
- All other duties as assigned





Job Description: Commissioner

Essential Function: The Commissioner is the personal representative of the Camp Director to all units and is directly responsible to the Camp Director at all times. The Commissioner must possess the ability to work with Scouts, Unit Leaders, and Adult Volunteer Commissioners. The Commissioner must be cheerful, sincere, tactful, creative, and above all, strongly motivated by the Scouting program.

- Serving as a liaison between the Camp Director/Program Director and the Adult Volunteer Commissioners for the following:
 - A. Unit Campsite Inspection Coordination.
 - B. Unit morale.
 - C. Complaints of unit leaders.
 - D. Physical facilities that need to be repaired or replaced.
 - E. Camp programs and the Unit.
- Meeting Adult Volunteer Commissioners as they arrive in Camp (preferably NLT 12:00 pm Sunday), making them feel welcome, and assisting them with Unit check-in procedures.
- Assigning Adult Volunteer Commissioners tasks as specifies by the Program Director and/or the Camp Director.
- Preparing Unit Leader Training Cards, MB Cards, and other paperwork as needed.
- Creating Awards for Units to be presented at the Friday night campfire.
- Keeping current inventory records of all Camp equipment to the Commissioner Staff, and keeping the equipment in good repair.
- Ensuring that the Adult Volunteer Commissioners have a Standardized Method for Campsite Inspections and perform them daily.
- Visiting Units to see if the staff is doing an adequate job.
- Writing and submitting to the Program Director, by the end of Camp, a complete report on the area.

All other duties assigned.

