



**GIRL SCOUTS HEART OF THE HUDSON, INC.
POSITION DESCRIPTION**

BUSINESS COORDINATOR

REPORTS TO: Camp Director and Assistant Camp Director

GENERAL RESPONSIBILITIES

In consultation with the Camp Director and Assistant Camp Director, manages the camp business in accordance with the standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health and maintain high standards of communication with the campers' parents and the business staff at the council office.

PRINCIPLE DUTIES

- Handle financial accounting on check-in days.
- Ensure all staff files are complete in accordance with GSHH HR procedure.
- Account for all purchase order forms from council.
- Process orders for camp and office supplies.
- Set up and maintenance of petty cash system.
- Process payroll and tax information for staff.
- Keep certification records on all staff.
- Coordinate/supervise camp transportation arrangements.
- Communicate camp attendance to the council office.
- Other duties as assigned.

JOB QUALIFICATIONS

1. Successful completion of background check.
2. Must be at least 21 years old.
3. High School Diploma or equivalent.
4. Valid Driver's License.
5. Prior experience in supervising staff.
6. Customer Service experience preferred.

EMPLOYEE STATEMENT: I have read the above job description and can perform its essential functions with without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

Name: Print

Signature

Date