



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

**REPORTS TO:** Camp Director and Assistant Camp Director

**GENERAL RESPONSIBILITIES**

In consultation with the 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 maintains high standards of communication with the campers' parents and the business staff at the council office.

**PRINCIPLE DUTIES**

- Handle financial accounting.
- Ensure all staff files are complete in accordance with GSHH HR procedure.
- Account for all purchase order forms for council.
- Process orders for camp and office supplies (this includes supplies for cook outs).
- Prepare unit rosters and bus rosters.
- Set up and maintains petty cash system.
- Process payroll and tax information for staff.
- Keep certification records on all staff.
- Coordinate/supervise camp transportation arrangements.
- This position description in no way states or implies that the responsibilities listed are the only duties to be performed by the person filling this position. The person in the position may be required to perform other duties as necessitated by the situation or requested by his/her supervisor

**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.

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Name: Print

Signature

Date