

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

<b>DEPARTMENT:</b> GIRL Experience and Outdoor Program	<b>CAMP TYPE:</b> Day Camp
<b>SALARY:</b> \$4,200	<b>STATUS:</b> Seasonal, Full-Time
<b>REPORTS TO:</b> Camp Director, Assistant Camp Director	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> N/A	
<b>CAMP LOCATION:</b> Camp Addisone Boyce	

**POSITION SUMMARY:**

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.

**KEY FUNCTIONS & RESPONSIBILITIES:**

- 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

**QUALIFICATIONS:**

- Successful completion of Background Check.
- Must be at least 21 years old.
- High School Diploma or Equivalent.
- Valid Driver's License.
- Prior experience in supervising staff.
- Customer Service experience preferred.
- Ability to stand for long periods.
- Capable of lifting and carrying items over 15 lbs.
- Proficient in navigating rough terrain.
- Comfortable being active for extended durations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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