

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

<b>DEPARTMENT:</b> GIRL Expirence and Outdoor Program	<b>CAMP TYPE:</b> Residential Camp
<b>SALARY:</b> \$4,575	<b>STATUS:</b> Seasonal, Full-Time
<b>REPORTS TO:</b> Assistant Camp Director, Camp Director	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> N/A	
<b>CAMP LOCATION:</b> Rock Hill Camp	

**POSITION SUMMARY:**

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.

**KEY FUNCTIONS & RESPONSIBILITIES:**

- 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.
- 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.

*Girl Scouts Heart of the Hudson, Inc. is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.*