

<b>JOB TITLE: Business Manager</b>
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**JOB SUMMARY:**

1. A key member of the Camp Oljato Management Team. Be alert to any opportunity to improve the program and management decisions of Camp Oljato
2. Supervise the Trading Post (Retail) Manager and any office/clerical staff (e.g., Asst. Business Manager, Camp Clerk, etc.)
3. Conduct ongoing evaluation of all overseen staff and arrange on-going training for them
4. Conduct end-of-season performance reviews and provide a summary and recommendations for rehiring Business Services staff
5. Provide outstanding customer service and program
6. Work with other staff to provide to each camper the best possible camp experience
7. Serve as a Scouting role model to staff and units
8. Live onsite at Camp Oljato for the duration of employment

**PRINCIPAL RESPONSIBILITIES:**

1. Follow Pacific Skyline Council and Camp Oljato procedures to establish, supervise and accurately maintain all records and provide reports as needed in the following areas.
  - a. Trading Post
  - b. Registration
  - c. Petty Cash
  - d. Payroll
  - e. Purchasing (POs and Receiving Documentation)
2. Follow established camp policies to complete orders as requested by the various departments.
3. Administer and supervise assigned budgets in accordance with good accounting principles; including ordering, receipting, inventory control and voucher issuing & paying.
4. Make deposits and properly file all bank receipts as directed
5. Follow all business-related policies and procedures of the Pacific Skyline Council
6. Participate in pre-camp meetings and staff week training
7. Participate in leader meetings as directed
8. Meet with staff as needed
9. See that all business areas are providing a high-quality service
10. Participate in camp staff meetings
11. Work with other staff to ensure clear communication and cooperation in delivering outstanding programs
12. Follow and enforce BSA, Pacific Skyline Council and Camp Oljato policies as well as any applicable laws
13. Notify the camp director of any need to correct and discipline any member of the staff. Keep accurate records of any such incident.
14. Participate in Camp-Wide activities
15. Ensure that a qualified person is available during normal weekday business hours to answer phones and provide front-line customer service at the Camp Administration Office
16. Coordinate time off so that a qualified person can cover all assigned duties
17. Complete an End-of-Season report – including accurate inventories – and update the Business Manager Procedures Manual, prior to departing from camp
18. Follow and enforce BSA, Pacific Skyline Council, and Camp Oljato policies as well as any applicable laws

\*These items are required by the incumbent's report date and must remain current through the term of employment.

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**QUALIFICATIONS:**

1. 18 years or older
2. Previous camp experience preferred
3. Previous experience performing office administrative functions preferred
4. Basic accounting skills
5. Highly organized and detail oriented
6. Current certification in *American Red Cross Standard First Aid* or equivalent\*
7. Current certification in *BSA Resident Camp Director* OR *BSA Resident Camp Administration* from a National Camping School preferred\*
8. Maintain a current and valid driver's license in your state of residence and complete a Pacific Skyline Council driver's training course if needed
9. Possess knowledge and understanding of applicable BSA and State of California standards and/or rules for organized camps
10. Ability to understand direction and work with camp management with minimal supervision
11. Friendly and customer service oriented with leaders and staff
12. Punctual and dependable
13. Ability to manage seasonal staff and gain respect and support of the staff
14. Ability to look ahead and forecast needs
15. Be a registered member of the BSA\*

**POSITION REPORTS TO: Camp Oljato Director**

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Signature

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Print name

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Date

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