



Job Description: Trading Post Manager

Essential Functions: The Camp Trading Post Manager reports to the Business Manager and or the Camp Director. The Camp Trading Post Manager oversees the Camp Trading Post Staff must be energetic, eager to please customers and have a knack for selling product.

Principle Responsibilities:

- Inventories all stock and equipment as directed.
- Keeps accurate records of cash income. Prepares daily reports and statement and submits these to the Business Manager.
- Orders additional stock through Business Manager as needed.
- Checks invoices against deliveries received to determine shortages and overages. Supplies invoices to the Business Manager the same day they are received.
- Ensures the Camp Trading Post is clean and has fully stocked and attractive displays.
- Maintains a cordial relationship with unit leaders and Scouts.
- Supervises final inventory at season end and prepares stock for return to the Council or vendors as appropriate.
- During the end of the summer camping season, complete a written close-out report of the Camp Trading Post that should include; an inventory of all leftover merchandise, including equipment condition and recommendations for next year's merchandise to be sold in the Camp Trading Post. The report will be submitted to the Business Manager before leaving the camp property.
- Participate in camp wide activities, as needed.
- Assist in the set-up and takedown of all aquatic and campsite facilities.
- All other duties assigned.

