

 <p>WE-HIN-AH-PAY Mountain Camp</p>	<h2><u>Trading Post Manager</u></h2>	<p>21+</p>
	<p>Manager</p>	
<p>Reports to:</p>	<p>Business Manager</p>	
<p>Objective:</p>	<p>To operate the camp trading post in a businesslike and orderly manner.</p>	
<p>Requirements for hire:</p>	<p>Must be able to lift weights up to 40lbs., must be able to see, count, and read and write the English language. Must be in good standing with the Boy Scouts of America, Conquistador Council, and Wehinahpay Mountain Camp.</p>	
<p>Preferences for hire:</p>	<p>Prior retail experience or similar.</p>	
<p>Specific Responsibilities:</p>		
<p>The Trading Post Manager works closely with the business manager in meeting the needs of campers. Specific responsibilities include:</p> <ol style="list-style-type: none"> 1. Direct the set-up and take-down of a quality Camp Trading Post. 2. Maintenance, inventory, security, safety, and wise use of all Camp Trading Post equipment. 3. Maintain strict discipline at all times when campers, leaders, and other staff are in the area. 4. Supervising the trading post staff as needed. 5. Represent all Camp Trading Post Staff at all meetings with camp administration. 6. Open and close the Camp Trading Post on schedule and serve all customers in a courteous "Scoutlike" manner. 7. Cleanliness of the Camp Trading Post, porch, and outside areas at all times. 8. Keep shelves, displays, and vending machines stocked at all times. 9. Maintain lists of merchandise that need to be reordered and communicate with the business manager regularly to maintain a fully stocked store. 10. Keep accurate daily records of cash receipts through the use of Daily Cash Reconciliation forms. 11. Assist in the set-up and take-down of all camp facilities. 12. All other duties as assigned. 		