Operations Director

Reports to: Camp Director

Status: Seasonal Exempt

Team Role

The Operations Director collaborates with the camp community to further the Girl Scout mission through vital leadership of daily camp operations. The Operations Director is responsible for purchasing program supplies, reconciling supply and food receipts as well as managing all facets of the Camp Store (Trading Post).

Daily Tasks

* Participate in the pre-season and post-season acquiring of GSHG Vehicles
* Arrange for purchase of program supplies, camp store merchandise and facility need in consultation with the Leadership Team
* Turn in a weekly purchase report to the Camp Director including original receipts and invoices
* Set-up and stock the camp store as needed based on weekly camper purchasing
* Keep detailed records of balances at the camp store for cash and cookie points payments
* Utilize square platform to complete camp store transactions
* Refund remaining camp store balances to campers at the end of their camp week
* Manage the Campmates program through the camp store including creation of the google form to submit orders and order fulfillment
* Facilitate completion and delivery of Camp Care Packages
* Compile Unit, activity and special event pictures for camper take home packets and social media
* Post at least once daily to the camp Facebook pages and Instagram
* Notify Camp Director of all concerns related to facility safety and camper physical and emotional safety and follow emergency procedures correctly
* Other daily tasks as assigned.

Essential Requirements

* Be a registered member of Girl Scouts of the USA and believe in the mission of the movement.
* Be at least 21 years of age with one season of camp administrative experience.
* Possess a current driver’s license and valid auto insurance coverage.
* Be able to endure prolonged standing, bending, stooping, walking, climbing, and stretching.
* Moderate lifting (up to 25 lbs.).
* Walking on uneven terrain, up and down hills for distances up to ½ mile.
* Possess endurance, stamina, keen awareness, and sound judgement to respond, as appropriate, to various emergency situations.
* Ability to live in a rustic camp setting and work irregular hours with exposure to the sun, heat, and animals such as bugs, snakes, or bats.