



Lewis and Clark Scout Reservation

Trading Post Manager

Position Description

Immediate Supervisor

- Responsible to the Camp Director through the Business Manager

Qualifications

- At least 18 years of age
- Thorough knowledge of ALL applicable standards (both BSA and state)
- Thorough knowledge of council and camp risk management policies
- Strong public speaking and communication skills
- Registered with the BSA
- Computer Skills Responsibilities

Responsibilities

- Opens and close the Trading Post as scheduled.
- Maintain accurate records of income, and inventories.
- Coordinates merchandise and supply orders with Business Manager.
- Practices GOOD HOUSEKEEPING in and around the Trading Post.
- Takes a weekly inventory to facilitate inventory control and ordering
- Participate in camp programs including campfires, staff meetings and camp wide games
- Carry out other duties as assigned by the Camp Director

I have read and understand this position description. (returned with packet)

Name: _____

Sign: _____