

# Business Manager

## Woodruff Scout Camp - Summer 2026

**Reports To:** Camp Director

**Department / Area:** Administration / Operations / Finance Support

**Classification:** Seasonal Summer Staff - Leadership Position

**Pay Range:** \$500 per week

**Employment Dates:** May 16 - July 19, 2026

**Minimum Age:** 18+

## Position Summary

Provides administrative and logistical support for camp operations, including payroll and time sheets, purchasing, vendor deliveries, inventory records, and operational reporting.

## Key Responsibilities

- Manage staff payroll and time sheet collection.
- Maintain Excel records for payroll, purchasing, and inventory.
- Coordinate vendor orders, deliveries, purchase requests, and invoice reconciliation.
- Maintain master inventory and operational records.
- Prepare weekly administrative reports.
- Support check-in, staff onboarding, and required documentation.

## Qualifications & Requirements

- Minimum age 18.
- Proficiency in Microsoft Excel required.
- Strong organization, attention to detail, and time-management skills.
- Business administration, purchasing, or operations experience preferred.
- First Aid and CPR required; training provided.

## Compensation & Benefits

- Uniforms, housing, and food provided.
- May qualify for college internship credit.
- Professional experience in nonprofit management and operations.

## Work Environment

Primarily administrative office work with regular coordination across program and facilities areas.

## General Staff Expectations

All Woodruff Scout Camp staff share responsibility for camp operations, safety, service, and spirit. Staff may assist with meal service, facility upkeep, ceremonies, campfires, special events, and other campwide duties while serving as positive role models for Scouts and leaders.

Source: <https://www.campwoodruff.org/summercampstaff>

Prepared from the current source-page position description on October 1, 2026.