Business Manager

BERT ADAMS SCOUT CAMP | JOB DESCRIPTION

Reports To	Camp Director or Designee
Supervises	N/A
Work Area	Camp Office
Minimum Age	21 years
Starting Pay	$300 (pay period to be confirmed)

Position Summary

The Business Manager coordinates and manages the monetary and business administrative operations of camp, including staff hiring documentation, camp and program ordering, and inventory organization and accountability.

Qualifications

- Must be at least 21 years old.
- Must be a registered member of the Boy Scouts of America.
- Hold or be eligible to obtain National Camp School certification in Resident Camp Director.
- Training in troop operations, camp operations, camp programs, camp resources and facilities, and youth protection.
- Prior camp or Scouting leadership experience preferred.

Key Responsibilities

- Demonstrate good listening skills, objective mediation, teamwork, sound judgment, and commitment to the Scout Oath and Law.
- Maintain a comfortable, clean, and welcoming camp office.
- Organize and oversee collection of camp and program inventories; purchase and order program supplies on time.
- Advise troop leaders about registration for the following camp season.
- Train and oversee leadership team members entering merit badge reports in Black Pug; ensure accurate merit badge completion reports from program directors.
- Collect employment documents at staff arrival and coordinate a smooth staff check-in process.
- Review and maintain payroll and personnel files with Camp Director consent.
- Maintain accurate records of monetary transactions, receipts, expenditure reports, and department purchasing needs.

- Manage petty cash and prepaid credit cards with Camp Director consent; obtain Camp Director approval of daily transaction reports.
- Make daily deposits to council banking as needed.
- Coordinate with Assistant Rangers and Operations Directors to support camp operational needs.
- Understand each troop's camp objectives, advise unit leaders, and support troop logistical needs.
- Encourage effective patrol leaders' councils and use of the patrol method.
- Assist with campwide evening programs and Friday relay activities.
- Communicate camp operational issues to the administration team.
- Perform other duties assigned by the Camp Director or Council Program Director.

General Staff Expectations

Model the Scout Oath and Law; promote Scout spirit and enthusiasm; participate in campwide activities; support campers and visiting units; follow staff policies and emergency procedures; maintain clean work areas; assist other camp areas when needed; and promote safe, healthy practices, including hydration.