



We build strong kids, strong families, strong communities.

## **McGaw YMCA In Evanston Camp Echo Job Description**

**TITLE:** Trading Post (TP) Manager

**REPORTS TO:** Promotions Manager

**SUPERVISES:** Trading Post Staff

### **SPECIFIC DUTIES**

- Works with the Promotions Director to set up and organize the TP at camp at season's start.
- Works with the Promotions Director to set prices. Makes price lists for campers and staff to see.
- Maintains ongoing communication with the Promotions Director regarding clothing inventory.
- Places food/snack orders with food vendors in cooperation with the Head Cook.
- Clears routine orders for stamps, sundries, and other items with the Promotions Director.
- Works with the Promotions Director, Head Cook, and Town Run Driver to obtain the best prices possible.
- Accepts deliveries for the TP, stocks the shelves, and presents paperwork to the Camp Director.
- Implements a computerized (or non-computerized) method of tracking camper and staff purchases.
- Manages the TP during Fun Swim and Twilight Fun and supervises the staff and CITs who help run it.
- Accepts cash or checks from visitors for purchases. Submits cash or checks to the Camp Director.
- Reconciles camper accounts on a daily basis, including:
  - Arts & Crafts charges submitted by the Arts & Crafts Area Head
  - Health Clinic charges submitted by the Health Officers
  - Trail Ride charges submitted by the Wrangler
  - Special Events charges submitted by the LIT/CIT Director or any other group going off camp
  - Laundry charges from the Laundry
- Makes daily backups of any computerized records.
- Keeps the TP neat, clean, and organized.
- Communicates with parents via phone or email as necessary if a camper account approaches zero.
- Prepares final camper reconciliation sheets on the last night of each session.
- Prepares appropriate staff reconciliation sheets on the last night of each session.
- Receives packages from the Town Run driver, fills out package slips for campers, and takes packages to the TP.
- Coordinates camper, staff, kitchen, and nurse laundry pickup and delivery via the TP.
- Works with the Promotions Director to close up and inventory TP at camp at season's end.

### **ADDITIONAL DUTIES**

- Maintains the cleanliness of the living space to which he or she is assigned.
- Substitutes for assigned Senior Counselors in a cabin when they are on their night off.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Cares for and maintains equipment, supplies and property of camp
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

### **QUALIFICATIONS**

- Age 18 or older
- Certified in CPR and First Aid
- Highly organized
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals