



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Trading Post (TP) Manager
REPORTS TO: Operations Manager
SUPERVISES: Trading Post Staff

SPECIFIC DUTIES

- Works with the Operations Manager to set up and organize the TP at camp at season's start.
- Works with the Operations Manager to set prices. Makes price lists for campers and staff to see.
- Maintains ongoing communication with the Operations Manager regarding clothing inventory.
- Places food/snack orders with food vendors in cooperation with the Operations Manager.
- Clears routine orders for stamps, sundries, and other items with the Operations Manager.
- Works with the Operations Manager, 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.
- Coordinates TP package-opening at Fun Swim, and, depending on how many packages are left, at Twilight Fun.
- Coordinates camper, staff, kitchen, and nurse laundry pickup and delivery via the TP.
- Works with the Operations Manager 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.
- If living in Camp Echo staff housing, substitutes for assigned Senior Counselors in a cabin 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