



Day Camp Business Manager SU Position Description

Name of Position	Day Camp Business Manager
Annually Appointed By	Day Camp Director (in collaboration with the Volunteer Support Staff)
Must have good working relationship with the following council staff teams and maintain regular two-way communication	Volunteer Support Outdoor Program Experiences Customer Care
Role Description	Works closely with the Day Camp Director to manage the budget, verify that all forms are completed in a timely manner and provide support to the day camp staff.
Role Responsibilities	<ul style="list-style-type: none"> <li>• Provide administrative support to the Day Camp team, including the daily attendance process.</li> <li>• Develop and administer the camp budget.</li> <li>• Work with Day Camp Director to submit all necessary forms to the council by the designated deadline.</li> <li>• Coordinate camper registration and payment, including Cookie Dough and Opportunity Fund.</li> <li>• Access Looker for reports, as needed.</li> <li>• Verify Girl Scout registration of girl campers and background checks for the adult volunteers.</li> <li>• Able to check email and Facebook regularly through the camp season and answer questions within 24-48 hours.</li> <li>• Participation in the Day Camp Directors Facebook group for networking with other volunteers is encouraged but not required.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Must be a registered member of GSUSA.</li> <li>• Must pass a criminal background check.</li> <li>• Must complete all required safety and position training.</li> <li>• Able to demonstrate leadership, organizational, and presentation skills.</li> </ul>