



Business Manager

Girl Scouts of Greater New York Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 38,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

- **The Leadership Institute** provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Guided by an ambitious strategic plan and its dynamic CEO, Meridith Maskara, Girl Scouts of Greater New York aims to expand to reach more girls while serving as an innovating force within the national Girl Scout movement.

Position Description

The Business Manager will assist the Camp Director, Assistant Camp Director, and Head Cook in management of the administrative business operations. This includes the camp store and the camp

budget in compliance with council accounting and business procedures. The Business Manager will also assist in the coordination and care of the campers and daily camp life while being passionate about the mission of Girl Scouting and understanding the great impact camp can have. Seasonal Position—Summer 2022 at Camp Kaufmann.

Responsibilities

- Maintain a safe and healthy environment for all campers.
- Manage all aspects of operating the Trading Post.
- Work closely with Camp Director on daily operation of camp business.
- Assist the Leadership Team with the daily operation of the camp office.
- Coordinate, purchase and pick up supplies as requested by the Leadership Team.
- Assist the Camp Registrar in collecting and organizing all incoming paperwork from campers.
- Inventory all store merchandise at the start and end of the camp season.
- Clean and prepare the camp store for summer operation.
- Manage the resale of merchandise in the camp store through the packaging and sale of pre-ordered items.
- Prepare daily read-outs of sales and maintain accurate inventory records of the camp store merchandise with help and direction from the council.
- Prepare a weekly report of sales and inventory of camp store.
- Prepare and make weekly bank deposits.
- Collect and maintain attendance records and staff time sheets.
- Work with members of the Leadership Team to carry out staff week training schedule.
- Keep records, make reports, and maintain inventory of office supplies.
- Organize and deliver business records to and from the Council office.
- Demonstrate sound problem-solving techniques.
- Assist campers in emergency situations.
- Participate in all aspects of camp including staff week and camp clean up.
- Comply with personnel policies.
- Work as a team player.
- Observe dress code guidelines, be prepared at all times, and follow camp protocols put in place by the Leadership Team.
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member.
- Provide excellent customer service to other staff members, campers, parents, guardians, and other visitors to camp.
- Accept other responsibilities as deemed necessary by the Leadership Team.

Minimum Qualifications in accordance with ACA (American Camp Association), NYSDOH (New York State Department of Health) and GSUSA (Girl Scouts of the USA) standards:

- Be at least 21 years of age.
- High school diploma or equivalent.
- Minimum of 1 year experience working with children.
- Fully vaccinated against COVID-19

- Possess a valid driver's license and be cleared to drive the council's leased/owned vehicles through the council's insurance agency.
- Knowledge of bookkeeping and accounting systems.
- Clearance through the Sex Offender Registry and Criminal Background Check for personnel file.
- Willingness to place the needs of campers and camp as a priority.
- The acceptance and understanding that employment is at a resident (overnight) camp and therefore, work hours are irregular.
- Demonstrate sensitivity to the needs of campers.
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations.
- Current certification in Responding to Emergencies and CPR or willing to complete certification course.
- Possess strength and endurance required to maintain constant supervision.

Preferred Qualifications

- Prior camp experience and/or interest in the Girl Scout Camping program helpful

COVID Guidelines

The health and safety of our staff, girls, and volunteer community is our highest priority. As such, the Girl Scouts of Greater New York (GSGNY) is requiring all newly hired, (and current) staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine by as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to lift 40 pounds.
- Good health and stamina necessary to work in the camp setting.

Required

- A candidate must be available to attend ALL trainings as needed (June 26th – July 1st) in preparation for the summer program as well as be available to work for the ENTIRE 4 weeks of camp and clean up (July 3rd – July 29th). Additional certification classes may also be required.

Compensation

\$2,700 - \$3,660 for the season (June 26th – July 29th) depending on experience and certifications. Room and board are included (meaning we will provide you with a place to stay and food to eat for the duration of your employment) as well as a travel stipend of \$300.

Schedule

Working at camp can require long hours. Staff will have a minimum of two hours off per day and will be able to participate in camp activities!

To apply

- Please go to <https://girlscoutsnyc.campbrainstaff.com> to apply.
- Questions? Contact Margeaux Sullivan at msullivan@girlscoutsnyc.org. Please include “**Business Manager**” in the subject line of your e-mail. No phone calls please.

The Girl Scouts of Greater New York are an equal opportunity and affirmative action employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.