



## CAMP PATHWAY VOLUNTEER POSITION DESCRIPTION

### CAMP BUSINESS MANAGER

#### POSITION SUMMARY:

The Camp Business Manager holds responsibility for the camp purchasing systems, accounts payable and management of the camp budget. The Business Manager tracks all expenses and submits final budget reports to the Camp Director.

The Camp Business Manager will:

- As a member of the camp administrative team, budget all expenses for the upcoming camp program based on the target income of fees to support the event.
- Administer camp finances across all account lines through an organized accounting system.
- In consultation with the camp administrative team, arrange for major purchases including site fees, council service fees, camper additional insurance, food, camp supplies and program materials and unit equipment.
- Track all original receipts and invoices for attachment to the Closing Camp Finance Report
- Utilize the Unit envelope system for receiving documenting original receipts for all unit reimbursement or allocation requests by camp volunteers.
- Maintain the camp checking account within GSWW Bank Services policies and procedures.
- Work with the Camp Registrar to verify all income and expected deposits to the account.
- During camp, assist with runs to town for purchasing requests, and unit requisitions.
- Assist the Health Supervisor with submitting Insurance Claim forms as needed.
- Participate in pre-camp training, final evaluations, and closing camp procedures.
- Submit the completed Camp Closing Financial Report, all receipts, and detailed cash records to your Camp Director within 2 weeks after the conclusion of the camp program.
- Submit a final season Bank statement once all season expenses are accounted for in the account.

Girl Scout Camp Pathway programs are accessible and welcoming to all girls and adults, as well as guided by the Girl Scout Mission, Promise and Law, and the procedures and guidelines of GSWW, GSUSA, and the American Camp Association.

#### QUALIFICATIONS/CORE COMPETENCIES:

1. **Girl Focus:** Empower girls to lead, learn by doing and cooperate with others, ensuring that girls have fun and develop friendships along the way.
2. **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
3. **Fostering Diversity:** Understand and embrace differences
4. **Oral Communication:** Express ideas and facts clearly and concisely
5. **Personal Integrity:** Demonstrate honesty, credibility, and dependability
6. **Leadership Skills:** Demonstrate leadership and decision-making skills, able to supervise adults and girls while working collaboratively.
7. **Computer Skills:** Ability to use email, desk top office applications and the internet
8. **Other Requirements include:**
  - Must be 21 years of age
  - Complete the volunteer application/background check process and become a registered member of Girl Scouts

- Awareness of GSWW Volunteer Essentials, and GSWW Business services policies and procedures
- Experience and skill in accounting to manage the Camp budget.
- Willingness to attend required volunteer planning team meetings
- Ability to maintain confidentiality
- Ability and willingness to meet the time commitments required for the position
- Current Standard First Aid/ CPR/ AED certification

#### **SERVICE COMMITMENT:**

The Camp Business Manager is available for all pre camp training required by the Camp Director, and is available to program and unit volunteers to process refunds in a timely manner. Remain available for the duration of the camp program, up to 7 days. Post camp evaluation and closing reporting is required.

#### **REPORTS TO:**

Community Resident Camp Director; Assistant Camp Director; Camp Program Director; Camp Health Supervisor; Food Supervisor

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### **The Girl Scout Mission:**

Girl Scouts builds girls of Courage, Confidence and Character who make the world a better place.

#### **The Girl Scout Promise:**

On my honor, I will try  
to serve God\* and my country,  
to help people at all times,  
and to live by the Girl Scout Law

\*May be replaced by a word that reflects your personal beliefs

#### **The Girl Scout Law:**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout

**QUALIFICATIONS:**

1. Be a registered member of Girl Scouts, 21 years of age or older.
2. Complete the GSWW volunteer application process.
3. Effective accounting skills to manage the community camp budget.
4. Willingness to participate in Community Camp planning.
5. Commitment to the Girl Scout Mission, Promise, Law, and the procedures for Financial Management as outlined by GSWW Volunteer Essentials.
6. Ability to maintain confidentiality.
7. Awareness of the needs of today's diverse society.
8. Flexibility.

**ESSENTIAL FUNCTIONS:**

1. Ability to manage finances with accuracy.
2. Ability to communicate financial matters to team members in a timely manner.