



Position: Trading Post Manager

Job Description overview: The Trading Post manager is a key element in the success of our camp. This person oversees the day to day operations of the trading post, tracking inventory, tracking camper and staff accounts, handling money, and organizing and selling goods. They may also be accountable for ordering and purchasing. This position requires attention to detail, great organizational skills, and the ability to work independently.

Trading post manager may be living in either cabin or dormitory housing with other staff, or commuting. They are expected to be presentable at all times.

Additionally, the Trading Post/mail manager will:

- Track camper and staff spending and refunds
- Clean and maintain the Trading Post
- Coordinate and take direction from office staff regarding accounts, refunds, and expenses
- Run trading post, greet parents, do refunds etc. during opening and closing days
- Role model and enforce good manners during meals
- Role model and enforce good daily personal hygiene
- Be directly responsible for season ending TP clean-up
- Take responsibility for inventory control
- Directly supervise any staff members assisting in these areas
- Be on time for all scheduled meetings, activities, meals etc.
- Take two hours off per day, and a more significant amount of time off each week (TBA)
- Assist with general camp program when needed
- Anything else not specifically addressed that needs to be done to keep Camp Mason safe, fun, and on the leading edge of the camping industry

Requirements:

- Aged 18 years or more
- Be available for all 8 weeks of summer camp AND the initial week of staff training

Salary:

- Starting base pay of \$2000 for first year Trading Post Director, a portion of which is help as a season completion incentive and given upon completion of seasonal duties
- Salary incentives available for CDL drivers license, lifeguard or WSI certification, WFR or EMT certification