

TUCK SHOP MANAGER

RESPONSIBLE TO: Office Manager

RESPONSIBILITY: To achieve camp goals with major responsibility to manage the daily operations of the Tuck Shop and work cooperatively with other office staff. Assist in other areas of camp organization as requested.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older
- Must have skills with office equipment ability to learn camp store software
- Must have emotional and spiritual maturity
- Must agree with statement of Christian conduct, spiritual standard, and statement of faith

ESSENTIAL FUNCTIONS:

1. Manage the Tuck Shop.
 - a. Organize and set up tuck shop area prior to camp and daily as needed.
 - b. Manage inventory of items.
 - c. Train staff and volunteers assigned to Tuck Shop
 - d. Supervise business hours of the Tuck Shop.
 - e. Assist campers with making purchases and staying within their budget.
 - f. Record camper and staff purchases.
 - g. Assist Business Manager with Tuck Shop refunds.
 - h. Maintain the Tuck Shop and ensure its cleanliness.
2. Assist in the office as needed.
3. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and staff by placing a priority on the health of your spiritual walk.
 - c. Make every effort to be a constructive staff member, contributing in every way possible to the health, harmony, and happiness of the Cedarbrook family group and to the accomplishment of the mission, goals, and objectives of Camp Cedarbrook in the Adirondacks

PHYSICAL ASPECTS OF THE JOB:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to safely and properly operate office equipment.
- Manual dexterity to utilize computer and other office equipment.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury).

OTHER JOB RESPONSIBILITIES:

- Participate in training during pre-camp and in-service training during camp
- Participate in formal and informal performance appraisal given by your supervisor
- Participate in staff meetings
- Assist in other camp duties as needed