



Business Manager

Sons of Norway Fifth District Norwegian Heritage Camp

Qualifications

- Must be a minimum of 18 years old
- Experience with handling money (Example – Cashiering)
- Desire to work in a camp community
- Experience with young adults and children is very desirable
- Current and valid driver's license
- Must be emotionally mature, of high moral character, able to work under supervision to accomplish the camp objectives
- Have ability to carry out all general responsibilities
- Is patient, enthusiastic, self-controlled and dependable
- Has the ability to work with others

Compensation

Starting at \$500.00, plus room and board (Compensation is established based on experience and qualifications)

Reports to:

Camp Director

General Responsibilities

- Record all Camp Store expenditures and maintain relevant files – business purpose of the purchase
- Handle lost-and-found articles as directed by Camp Director
- Maintain an office inventory and supervise all Camp inventories. All camp supply purchases must be approved by the Camp Director and paid for with Director's Petty Cash
- Purchase additional cans of soda to be sold in the Camp Store using Camp Store funds. Keep all receipts and chart expenses in sheet provided
- Must be able to keep two separate sets of cash, records and receipts. Cash must be kept under lock and key at all times – perhaps best kept in a locked vehicle
- Do word processing, duplication, etc., as designated by Camp Director
- Make town runs as necessary for supplies. There are two scheduled town runs during camp
- Responsible for taking any camper/staff member to the clinic or hospital if necessary. This includes transporting and supervising any campers (and possibly staff) who need medical care. May require prescription filling a prescription. Communicate with Health Aide and collect necessary paperwork before transport including health forms and insurance information.

- Assume responsibility for counseling and activity duties as designated by Camp Director
- Manage the Camp Store and bank. This includes, but is not limited to:
 - Setting up the store – unpacking inventory, pricing inventory according to price sheet, and making a sign to display pricing of candy and beverages.
 - Conduct a starting inventory – should match end of camp inventory plus additional items purchased for the current year. During camp close, when packing up inventory, count each item again for a closing inventory.
 - Make index cards, according to Viking family, for all campers. Cards include their Norwegian and American Names, deposit amount, date, withdrawal amount, and balance available
 - Supervise staff working in the store
 - Make recommendations for future purchases
 - Stock shelves in the store and create clear displays of merchandise
 - Track staff purchases and collect money at time of purchase, NOT at the end of camp.
- Use the target language (Norwegian) at all times with the campers and use the store as a language-learning vehicle
- Maintain accurate Director's petty cash records. This includes creating a detailed ledger with receipts for every purchase. Keeping track of the dates purchases were made, reason for the purchase, and balance available is helpful along the way.
- Assist Activities Director with activity sign-ups and list/record keeping
- Make any necessary trips to the Laundromat as determined by Camp Director

Responsibility as a Staff Member

- Be familiar with and abide by specific policies set forth in the "Personnel Policies", which are designated by Sons of Norway Fifth District Board, Camp Administrators and Camp Director(s)
- After receiving any communication (mailing, email, etc..), read all information carefully and thoroughly before arriving at Camp.
- Be advised the entire staff is under the direction of and is responsible to the Camp Director. While some positions are supervised by other staff, the Camp Director retains ultimate authority and responsibility for the Camp.
- Assist with setting up, maintaining and takedown of Camp.
- Speak Norwegian with the campers as much as possible.
- Live in community living arrangements, assigned according to sex; nearly all positions include living and sleeping in a cabin or other housing unit with campers of the same sex; positions that do not include living with campers do include living with other staff members of the same sex.
- Be prepared to use communal showers and bathrooms, assigned according to sex.

- Model standards for behavior and be sensitive to the health and welfare of the campers.
- All staff are required to take part in clean-up, inventory and evaluation of the program.

Essential Functions

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain constant supervision of campers
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the cabin group
- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Ability to train staff
- Observe staff and camper behavior
- See and respond to hazards
- Work with different age and skill levels
- Plan, conduct and evaluate designated activities
- Observe, assess, and coach the work efforts of staff being supervised

Equal Opportunity Employer Statement

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.