

Camp Fire First Texas Job Summary

Position: Business Manager

Status: Full Time – Seasonal (May 2020 – August 2020)

Location: Camp Fire Camp El Tesoro, Granbury, TX

Salary Range: \$200-\$240/week, plus food and lodging

Job Summary: Under the direction of the camp director, this position is responsible for managing the camp store and assisting with various administrative tasks in the camp program office. The business manager will conduct transactions, monitor camper accounts, record sales, and track store inventory.

Essential Functions:

- Manage the daily operations of the camp store, including transactions, camper account management, and store inventory
- Oversee the inventory and ordering of business, program, and office supplies and arrange for the routine maintenance of the camp business equipment
- Assist in the management and record keeping of camper and staff information
- Ensure that camp staff and campers know and follow safety procedures
- Assist in the management and care of the physical facilities and equipment for the camp store
- Maintain clear and positive written and verbal communication with all camp staff
- Provide cabin coverage when assigned
- Assist in overall implementation of camp programs
- Adhere to Camp Fire First Texas policies and procedures

Required Knowledge/Skills/Abilities:

- Minimum of 18 years of age
- Prior experience in retail or office setting
- Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use
- A genuine interest in working/living with and teaching children in an outdoor environment
- Ability to accept supervision and guidance
- Ability to handle the pressures that are associated with living with coworkers, and children
- Enthusiasm, sense of humor, patience and self-control
- Good character, integrity, and adaptability
- Ability to live in camp setting and work irregular hours delivering programs
- Endurance including standing, some bending, stooping and stretching
- Ability to work in the sun and heat, and varying environmental conditions
- Self-motivated, able to work independently or with a team

Preferred Knowledge/Skills/Abilities:

- Minimum of one year of college
- Prior experience working with children
- Current CPR and First Aid certifications (CPR and First Aid training offered during pre-camp staff training)



Camp Fire's Culture:

Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out.

As part of Camp Fire First Texas, Camp El Tesoro has been operating since 1934, and serves over 1,000 campers each summer, both residential and day campers. At camp, youth get to experience many fun new activities, like archery, horseback, canoeing, rock climbing, outdoor cooking, and more, while simultaneously developing important social skills, like teamwork, communication, and independence.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***