

Job Description – Trading Post Staff

Position Concept:

The Camp Trading Post Staff is responsible to the Trading Post Manager. The staff must be energetic, eager to please customers and have a knack for selling product.

Qualifications:

At least 16 years old.

Must be able to lift 50 lbs

Pre-camp Preparations

- Attend Orientation / Beaver Day. This is a work day to start getting ready to setup camp.
- Attend “Opening Staff Week”
 - Camp setup
 - Area setup
 - Training
 - Additional duties as assigned.
- Take several online trainings

Duties During Camp

During the camp season, your duties may include any or all of the following:

- Assist in Inventory of all stock and equipment as directed.
- Maintains clean and attractive surroundings and displays, and full stock shelves, coolers and freezers.
- Maintains a great relationship with unit leaders and scouts.
- Makes the Trading post area a place where scouts want to be.
- Attends Moonlight Trading post and helps as needed.
- Responsible for maintaining the policies set up by the B.S.A. and the Allegheny Highlands Council regarding the health and safety of staff, campers, and visitors.
- Following directions.
- Attend “Closing Staff Week”
- All other duties as assigned by the Administration.

Closing Camp

These are your duties in closing the camp for the season:

- Assist in closing the area.
- Assist with closing inventory
- Move equipment & Supplies to storage.