

## **CAMP SWATARA**

### **STOREKEEPER - JOB DESCRIPTION**

**POSITION:** Storekeeper

**PURPOSE:** To assist in the operation of the Family Camp Store and East Lodge Store.

**GENERAL POSITION DESCRIPTION:** This is a full to part-time, seasonal position lasting from approximately April 1 to November 1 during our Family Camping Center season. The Family Camping Center (FCC) has 140 sites for tent, cabin, and RV camping for individuals, families, groups, and churches. Summer Camp runs for approximately 6 weeks in June through July and is a co-ed residential program for children and youth in 1<sup>st</sup>-12<sup>th</sup> grade, as well as programs for adults with intellectual disabilities. The Storekeeper assists with operating the Family Camp Store including sales, stocking, taking Family Camp reservations, welcoming and checking in campground guests, and answering questions. Benefits include a weekly salary, as well as optional room and board (Memorial Day to Labor Day) OR an hourly wage, as well as meals when served by camp during work hours.

**RESPONSIBLE AND REPORTABLE TO:** Store Manager and Family Camp Operations Manager

**ACCOUNTABLE TO:** Executive Director, Other Staff, Board of Trustees, and Camp Guests

**QUALIFICATIONS:**

1. Committed Christian with a willingness to accept the values of the Church of the Brethren.
2. Skills, training, and/or experience in sales, including operating a cash register and credit card machine.
3. Basic computer and database management skills.
4. Interest in serving in a Christian camp setting. Camp experience is preferred.
5. Personable style and skills in relating to staff, guests, and campers.
6. At least 16 years of age.
7. Acceptance of Storekeeper's Responsibilities and Camp Swatara's Personnel Policies.

**RESPONSIBILITIES:**

1. General
  - a. Recognize role and responsibilities as part of the overall mission and ministry of Camp Swatara, the Church of the Brethren, and the ongoing work of Jesus Christ.
  - b. Exhibit a spirit of cooperation, flexibility, and commitment to the team relationship with other camp staff.
  - c. Create and foster an atmosphere of friendliness and hospitality in the FCC to ensure an enjoyable experience for staff, campers, parents, and guests.
2. Family Camp Store
  - a. Operate store during scheduled hours including stocking shelves, sales, and pricing.
  - b. Serve as receptionist for Family Camp including welcoming and checking in campers, collecting fees, managing recreation equipment, answering the phone, and taking reservations.

- c. Respond to campers' questions, complaints, and suggestions positively and accurately. Refer difficult situations to the Family Camp Manager.
  - d. Count and record store: laundry, wood, golf, and miscellaneous income for deposit.
- 3. Standards, Regulations, and Policies
  - a. Implement applicable American Camp Association accreditation standards.
  - b. Abide by all state and local health department regulations.
  - c. Follow and enforce all camp policies and procedures.
- 4. Participate in an end of season review and evaluation with the Store Manager.
- 5. Assist in other areas of camp operation that may arise for the ministry of Camp Swatara.

Updated: Spring 2022