

**Responsibilities of the  
Camp Trading Post Manager**

The Camp Trading Post Manager is responsible to the Camp Director for the coordination and operation of all the monetary aspects of the Trading Post during the Summer Camp Program, in accordance with the policies and standards of the Boy Scouts of America and the Black Swamp Area Council. This position is responsible for managing the Trading Post. The Trading Post Manager should have a good working knowledge of the Camp Operations and the Aims and Methods of the Boy Scouts of America. The Trading Post Manager should have a good background in the handling of money, and also an ability to manage the Trading Post.

Specific Duties of the Trading Post Manager are as follows:

1. Supervise sales and inventory of the Camp Trading Post in the Boy Scout Camp and the Cub Scout Camp.
2. Process orders for restocking the Camp Trading Post.
3. Purchase supplies as needed from Tandy Leather, Pepsi, Coke, Sam's Club, Boy Scout National Supply, and any other businesses that the camp works with.
4. Communicate any discrepancies in the inventory or cash registers to the Camp Business Manager.
5. To turn over all records to the Camp Director for personal review at the request.
6. Supervising and training the Trading Post Clerks.
7. Keeping the Trading Post and grounds around it orderly and clean.
8. Ensure the security of the Trading Post during the hours of operation as well as when it is closed.
9. Immediate report to the Camp Director and Business Manager of any stock discrepancies or suspect of theft.
10. Provide the Business Manager with the inventory book.
11. Written report to the Camp Director on damaged merchandise before disposing of it.
12. Other duties assigned by the Camp Director as required.
13. Abiding the camp rules set forth in the *Staff Understandings* and the *Staff Guide*.

Revised 2010/ 11 jwm