

**Responsibilities of the
Camp Trading Staff**

The Camp Trading Post staff 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. The Trading Post Staff should have a good working knowledge of the Camp Operations and the Aims and Methods of the Boy Scouts of America. The Trading Post Staff 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 Staff 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. Keeping the Trading Post and grounds around it orderly and clean.
7. Ensure the security of the Trading Post during the hours of operation, as well as when it is closed.
8. Immediate report to the Camp Director and Business Manager of any stock discrepancies or suspect of theft.
9. Provide the Business Manager with the inventory book.
10. Written report to the Camp Director on damaged merchandise before disposing of it.
11. Other duties assigned by the Camp Director as required.
12. Abiding the camp rules set forth in the *Staff Understandings* and the *Staff Guide*.