

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Business Manager	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Operations, Administration	Salary Level:	Grade 5
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Operations Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

Direct the summer camp business operations for the ranch. Oversee the trading posts.

Job Description

ROLE AND RESPONSIBILITIES

- Review unit check in and check out forms for accuracy of participant numbers and ensure money due is collected.
- Maintain camp business records using forms established by the Council. Ensure paperwork is submitted to the Council in a timely manner.
- Maintain daily sales records and deposits.
- Collect daily deposits from stores and offices. Compile deposits and make cash deposits frequently to the bank. Ensure large amounts of cash are NOT kept on property for long periods of time.
- Monitor the inventory of the trading posts. Make daily, weekly or monthly orders based upon sales history and projected need.
- Ensure a complete end-of-season inventory of merchandise is submitted to the Council at the end of the season.
- Train, supervise and evaluate direct report staff.
- Manage the petty cash fund as approved by the Ranch Director.
- Collect mail from the post office daily. Bring outgoing mail to the post office. Distribute mail to appropriate camps and departments.
- Assist in the management of staff records including human resource and payroll information.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 21 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have the ability to count large amounts of cash and coin with or without machine
- Must have a valid driver's license and history insurable by the insurance company

DIRECTLY SUPERVISES

- Ranch Wide Trading Post Manager

ADDITIONAL NOTES

- This position requires orientation with the Council finance team including the CFO.