

**Land o' Sunshine Camp Cedarbrook
TUCK SHOP MANAGER JOB DESCRIPTION**

I. Personal

A. Displays:

1. Emotional maturity
 - focuses on others needs, not just own
 - puts aside personal styles
2. Spiritual growth
 - is able to discuss spiritual issues
 - applies Christian principles in dealing with campers
3. Genuine love and concern for others
 - treats campers and staff with respect
 - shows sincere interest in campers
4. Teachability (desire to learn)
 - is willing to learn and try new things or new ways
5. Dependability/Reliability
 - is at the right place on time
6. Enthusiasm
 - is enthusiastic about camp
 - shows sincere interest in campers

B. Develops:

1. Knowledge and competence in area
 - neatness and accuracy
 - organizational ability
 - understanding of bookkeeping procedures

C. Maintains

1. Physical stamina
 - maintains health and participates in the full camp schedule
2. Neat appearance
 - maintains dress and hygiene sufficient to not draw attention to oneself

II. Camper

A. Promotes physical health and safety

- is alert to emergency situations and uses preventive measures
- enforces safety rules
- maintains discipline and group control
- follows general camp health procedures

B. Encourages spiritual growth

- utilizes teachable moments spiritually
- fosters development of Christian character qualities in campers

C. Encourages social growth

- takes advantage of teachable moments
- stresses cooperation

D. Encourages emotional growth

- develops rapport with campers -- is friendly and approachable
- is available to relate to campers except during time off and while fulfilling specific areas of responsibility.

III. Camp

A. Program

1. Understands philosophy and policies
 - behaves in keeping with aims and philosophy
2. Supports the camp, its policies, its directors and staff
 - avoids criticism of policies or staff, especially around campers
 - takes problems and concerns to immediate supervisor

B. Personnel

1. Gets along with and cooperates with others
 - works under the authority of the executive director
 - develops good working relations with assistants, teaching them when necessary.
2. Willing to serve and to perform tasks beyond those assigned
 - displays a cooperative attitude when asked to perform additional duties

C. General Procedures

- attends and is on time to all-staff meetings daily unless assigned elsewhere
- participates in evening activities as requested

D. Specific Procedures

1. Sets up/ stocks/ inventories the Tuck shop
 - orders Tuck supplies in time for delivery prior to camp, if requested
 - sets up Tuck shop in efficient manner
 - maintains inventories as needed.
2. Manages camper accounts
 - takes in monies at registration
 - balances accounts daily
 - prepares refunds for end of camp
3. Makes purchases for camp and staff
 - authorizes all in-camp purchases
 - makes town trips as necessary
 - gets approval from executive director for unusual expenses
4. Runs Tuck shop as scheduled
 - orients/supervises any assistants
 - reports equipment needs or problems to the director
5. Keeps accurate books and reports as instructed
 - makes required reports promptly and accurately
 - keep accurate business records
6. Maintains certain office functions
 - post cards
 - copy machine
 - USPS
7. Other duties as assigned
 - launders staff uniforms