



## Freeport • Lake Zurich • Oswego • Rockford • South Elgin 2023 Summer Camp – Business Administrator

At Girl Scouts of Northern Illinois, we have a passionate and highly capable staff who believe in the mission of Girl Scouts—to build girls of courage, confidence, and character, who make the world a better place. Join us in a professional role to help girls make a meaningful impact on their communities and leave a lasting legacy in the heart of every girl you reach. Girl Scouts of Northern Illinois has an amazing opportunity for you to spend your summer at our resident camps making lifelong friends and memories while mentoring Girl Scouts. Lead through hiking, archery, canoeing, rock climbing, swimming, horseback riding, and more!

**Locations:** Camp Dean, Big Rock, IL   **Status/Duration:** Seasonal Summer – June 5 – August 2, 2023  
Camp McCormick, Stillman Valley, IL

**Salary:** \$500 Weekly

The Camp Administrator assists Camp Director team through ordering supplies and food, sending out camper newsletters, photographing campers, and file collection and storage. Assists in creation of camp newsletters, emails, and marketing materials.

### Responsibilities:

- Book-keeping of all camp paperwork including staff files, camper files, heal and medical reports, receipts, notices, and supply orders.
- Orders camp and programming supplies.
- Ability to interact with parents and keep them informed of program changes and camp updates.
- Supplies camp staff with rosters, reports, documentations, and surveys for units.
- Assist director team in scheduling units, breaks, and weekend camping events.
- Follow-up and confirm reservations and Preferred Partners visiting camp.
- Runs errands to local council office when needed.
- Assist kitchen in food ordering, deliveries, and inventory.
- Assist medical team on maintaining health reports, incident reports, and medication logs.
- Recruit, train, and engage staff and campers.
- Assist in supervision during staff breaks.
- Assist in the opening and closing of camp as directed.
- Take precautions to ensure personal health.
- Attend and participate in staff meetings on time and in uniform.
- Be a role model for campers in words, deeds, and actions.
- Establish and maintain good working relationships with campers, parents, and staff.
- Assist in unit housekeeping, sanitation, care of supplies and equipment.
- Other duties as assigned.

### Required Skills and Experience:

- Option to live on-site; must work daily shift on-site if commuting.
- Must be 21+ years old.
- Experience with data entry and record keeping preferred.
- Excellent communication skills.
- Ability to maneuver throughout camp without assistance and lift 50 pounds.
- Detail oriented.
- Must have valid driver's license. Must travel between both camp properties.
- 3+ years' experience working in camp setting; GSNI camp preferred.
- High school diploma or equivalent required. Bachelor's degree preferred.

### How to Apply for More Information

To complete an application or to view other positions, please visit [www.girlscoutsni.org/summerstaff](http://www.girlscoutsni.org/summerstaff). For additional information or questions, please email GSNI Outdoor Program Manager, Angela Musial, at [customercare@girlscoutsni.org](mailto:customercare@girlscoutsni.org) titled: **GSNI Camp Staff: Job Title**.



## Freeport • Lake Zurich • Oswego • Rockford • South Elgin Business Manager Roles & Responsibilities

Typical Daily Hours: 9AM to 5:30PM : Must attend all camper check-ins and check outs Sundays, Tuesdays, Wednesdays, and Fridays to run camp Trading Post.

- Trading Post:
  - Open on check in and checkout days in addition to during the session.
  - Prepare Trading Post at the beginning of the season to include cleaning
  - Setup up displays at the beginning of the season and take down/store at the end
  - Complete beginning and end of season inventory
  - Complete Trading Post financial training with Council staff
  - Ring up purchases
  - Recording daily sales
  - Deposit funds at bank or council resource center every Friday afternoon after Trading Post closes
  - Notify Outdoor Program Manager if inventory is getting low
- Financial:
  - Completes mileage and purchase reimbursement forms for camp staff as needed and submits to Camp Director
  - Ensures all campers sessions are paid for in full prior to camp starting (report from Outdoor Program Manager)
  - Keeps running total of all camp expenses made by summer camp staff to ensure expenses stay within established budget
  - Petty cash: issues and tracks petty cash that may be needed by camp staff and notifies Camp Director when funds are getting low. Tracks and records all receipts and submits reports to Camp Director.
- Administrative:
  - Receives, modifies and prints all session rosters prior to each session's check-in
  - Verifies attendance of all campers and notifies Camp Director if campers are not in attendance. Also verifies all campers have all paperwork completed correctly.
  - Orders office supplies, program supplies, food, and other supplies as needed – tracks purchases
  - Ensures implementation of program schedules and activities created by Camp Program Team
  - Develops sound relationships with parents and campers.
  - Cover for staff that are on break or absent
  - Sorts and ensure camper t-shirts are distributed each week
  - Run errands for camp including food pickup, print order pickup, and supply shopping.
  - Assist camp administrative team in picking up camp rental vehicles. May assist in off-site transportation for camp programming (horse camp or adventure camp)
  - Take photos of all campers and upload to social media
  - Regularly maintain camp Facebook pages and emails – notifying Camp Director of any messages to camp from parents.
- Other duties as assigned. This may include but are not limited to: assisting all camp in opening and closing cleanup, assisting program and administrative staff in preparing for large activities, aiding kitchen during meal cleanup, stepping into roles outside of norm in emergency situations, putting campers to bed, joining another camp unit after your campers go home, relieving other counselors for personal breaks, facilitating activities for groups and rentals before, during, or post camp season, assisting in caring for camp goats, vacuuming pool, aiding in camp chores.

**About GSNI:** Girl Scouts of Northern Illinois is an inclusive organization that welcomes girls and adults regardless of race, ethnicity, religious beliefs or socioeconomic status. Girl Scout membership is open to all girls who accept the Girl Scout Promise and Law. Equal Opportunity Employer.

