



Summer Staff Job Description

Business Manager Internship

Ryan French, 2009 Camp Director

April Baker, 2009 Camp Director

PO Box 95, New York, NY 10028

Phone (212) 737-8258; Fax (212) 737-0098
camp@shilohnyc.org

General Responsibilities:

Work directly with the Camp Directors and Executive Director to manage the business requirements for camp operations.

Ratio: One person for the entire summer

Qualifications and Certifications: (for Shiloh and NY state)

- * Minimum age: 20
- * One year camp and/or leadership experience
- * Christian visionary leader with positive attitude and energetic personality; highly organized, self motivated, able to work comfortably independently
- * Prior experience with basic business assignments preferred: MS Office software and computer skills, basic financial tracking (Quicken/Quickbooks), and organization of key information and filing.
- * Excellent communication and listening skills, including patience needed to deal with registration of entire summer camper list, and subsequent paperwork/phone calls with parents and guardians.
- * Able to act decisively and courteously in dealing with parents and vendors
- * Flexible work schedule; working in two possibly three different locations.
- * Able to uphold and enforce guidelines established by Shiloh as well as the State of New York.

Responsible to: Camp Director

Specific Responsibilities (list is not totally inclusive of all duties):

1. Read and adhere to the policies set forth by New York State and Camp Shiloh as stated in the manual and materials given or revisions thereafter.
2. Establish organized system for running the camp office, both for business office information and incoming/outgoing/storage of information for specified administrative staff.
3. Responsible for the camper registration process: receipt of application, entering into database, requesting/tracking incomplete information, acceptance letters, and filing of completed camper applications.
4. Ensure medical forms are received completed for all campers and staff; send medical forms to Health Director.
5. Provide Camp Directors with updated lists of campers and cabin assignments as needed. Provide weekend staff sheets for transportation to and from the city for camper pickup.
6. Work with CD on all transportation needs, both for camper and staff, including the scheduling and approval for use of camp vehicles.



Summer Staff Job Description Business Manager Internship (*Continued*)

PO Box 95, New York, NY 10028
(212) 737-8258; (212) 737-0098
campdirector@shilohnyc.org

7. Work with ED on summer camp expense tracking and processing: preparing and maintaining Accounts Payable files, bills to be paid, tracking expenses through Quicken or Quickbooks for the summer utilizing Petty Cash receipts and vendor payments. This may require a visit to the ED office once every two to three weeks. No more than 1 day every two weeks.
8. Coordinate all transportation for campers and staff, including the scheduling and approval for use of camp vehicles.
9. Ensure each staff member has a completed application and contract on file.
10. Ensure session reports are kept on file after CD and ED review: Health, Aquatics, Discipline, Nutrition, Maintenance, CIT Evaluation.
11. Work with Nutrition Director to ensure appropriate headcounts are provided accurately and timely on the beginning Sunday of each session.
12. Organize a purchase system for supplies, including timely notification to CD and ED on funds needed. Ensure system allows for CD approval PRIOR to any agreements on purchase. This would include the needs for activities (AD), classes (AD), maintenance, general camp needs, and Camp Director requests. Provide assistance as needed for purchase runs.
13. Present the purchase system (with CD and ED approval) to support staff during training to ensure they understand how it works and what limits there are (advance notification, cash, purchase on account, credit card and check availability, etc.)
14. Maintain petty cash for camp, tracking receipts for the CD along with general petty cash and activity funds, providing adequate support for expenses prior to requesting additional funds.
15. Provide incoming/outgoing mail service for camp, including a daily pick-up. Distribute mail accordingly. Submit all incoming mail without a specific name to CD.
16. Track vendor receipts for "charge to account" files: Trading Post, Clearwater. Review phone bill prior to submitting to ensure phone use is not abused.
17. Develop an activity of personal interest that requires your direct involvement with children on a daily basis.
18. Assist when necessary ED with business matters that are directly linked to camp: photography and video work, ordering supplies, research.

Stipend: \$1,800 (mid-May to mid-August) plus food stipend