



United Boys and Girls Clubs Santa Barbara County



Position Description

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| DATE REVISED: | March 2011 |
| POSITION TITLE: | Store Clerk |
| DEPARTMENT: | Camping |
| REPORTS TO: | Program Coordinator or Camp Director |
| FLSA STATUS: | Non-Exempt |
| FULL/PART TIME: | Full-Time |
| REGULAR/TEMPORARY: | Temporary |

POSITION SUMMARY

Operates camp store for camper and staff purchases; cashiers and prepares deposits; maintains and orders inventory; cleans and organizes facilities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Collects and secures camper money from campers & parents during check-in;
2. Distributes camper change and receipt envelopes by check-out on Friday;
3. Sells, tracks and records purchases with cash, checks;
4. Coordinates store operations with Program Coordinator, Summer Camp Director, and Camp Director.
5. Works cooperatively with unit leaders and counselors as a resource person and controller for store purchases and campers' personal money.
6. Designs activities consistent with Camp Whittier programming.
7. Builds on-going resource list of procedure ideas appropriate for the different ages and programs found at camp. Incorporates additional ideas from staff and campers.
8. Maintains the store and its equipment in clean, orderly, and working order.
9. Inventories, orders, stores, and displays stock and supplies.
10. Assists in the writing of the final report, including:
 - a. Inventory
 - b. Recommendations for next year including program, equipment, and supplies.
11. Attends meetings, helps organize and participates in all-camp events and other specialist duties, including staff recreation activities, dining hall supervision and activities, first night campfire, camper service projects, cleaning common areas of camp, etc.
12. Is required to live on campsite and be on-call 24 hours a day.
13. Assists where assigned on first and last days of each session.
14. Guides and supervise CITs in learning/ teaching experience related to the store.
15. Performs other duties as assigned.
16. Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Interpersonal communication skills.
- Ability to accept supervision and guidance.

- Knowledge and understanding of youth.
- Knowledge of and interest in sales.
- Responsibility, accountability, and flexibility.
- Current First Aid and CPR certification.
- Be an excellent example to youth at all times.
- Ability to operate office machinery to include copier, ten key, and calculator.
- Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to perform job responsibilities during daylight and nighttime hours.
- Ability to communicate effectively orally and in writing in English.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During hours that the store is open, the store clerk will be inside a fairly small space handing out items, deducting money, and informing campers & staff of how much funds they have left. When the store is not open, the store clerk will be assigned other tasks around camp mostly helping with programming.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indicate the physical activities that the person will perform in the position and how long they will perform the activity.

Examples:

Sitting for long periods of time

Repetitive motions of hands/wrists

Walking

Standing

Climbing stairs

Lifting up to a certain amount of weight

As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.

I have read, understand, and agree to the above job description.

Signature _____ Date ____/____/____