

## **JOB DESCRIPTION**

### **Store Coordinator/Chief Procurement Officer (CPO)**

**Classification:** Seasonal

**Reports to:** Camper & Alumni Coordinator

**Minimal Qualifications:**

- Active Christian faith
- At least one year of college completed
- Comfortable with teaching, leading, equipping, and supervising others
- Passion and ability to facilitate harmonious relationships and interactions between staff.
- Ability to perform potentially strenuous physical activities (hiking, camp-outs, etc)
- Willingness to support the theological doctrine and practices of the United Methodist Church

**General and Specific Responsibilities:**

Store:

- Direct the operations of the camp store
  - Assist and record camper purchases in the camp store
  - Ring up sales purchases
  - Attach receipts to camper account cards
- Train staff to work the camp store
  - Operate register
  - Monitor the camp store floor
- Coordinate staff to work the camp store
  - Communicate with Co-Village Director for staffing needs
  - Support the staff who will work in the store
- Communicate with and coordinate store schedules with all programs/groups involved (Village, Outpost, Sparrowwood, LIT, and staff members).
- Manage store accounts and sales
  - Reconcile daily sales and income.
  - Keep camper account balances up-to-date
  - Print camper store balances and place in cabins
  - Distribute camper store balance cards (and LG pics) on Fridays
- Manage store inventory and stock
  - Keep store organized
  - Keep store stocked and make items available as able
  - Inventory all items at the end of each three week session

CPO:

- Be a part of planning menus for the summer.
- Communicate with staff in order to accurately fulfill camps provisional needs
  - Serve as liaison between the dining hall and summer programs/staff.
  - Check in with each program on a regular basis to ensure all food needs are being met
  - Be aware of any health/dietary restrictions of campers for the following week (meet with camp nurse)
- Keep records up to date, inventories current, and important records in order
  - Keep an updated shopping list.
  - Collect weekly inventories from each program's director/s.

- Calculate dining hall, Outpost, and camp-out numbers (and any other numbers that may be needed), in order to successfully procure correct amounts of food for each program.
- Organize and itemize receipts and submit to the Business Manager
- Obtain all food for Outpost, store, camp-out, communion, All-Camp, Sparrowwood , and any other provisional needs each week.
- Organize and coordinate proper/correct distribution of foods to each program

Other/General:

- Be a model of Christian maturity, sharing the Gospel of Jesus Christ with all campers, counselors, and crew
- Be a part of the weekly Check-in process
- Facilitate at Challenge Course as schedule permits
- Active member of the Summer Leadership Team
  - Pre-Summer
    - Required planning, preparation, and communication with Program Team and SLT prior to summer (scheduled planning/training weekends)
    - Help to plan and lead Pre-Camp training weekend and annual staff training
    - Complete Challenge Course facilitator training
    - Complete archery facilitator training
  - During Summer
    - Support, encourage, and actively build relationships with the individuals(Crew) who assist in procurement and store operations
    - Serve at Challenge course as needed
    - Help to assure adherence to camp policies and procedures
    - Participate and assist in planning or leading worship, in some capacity, throughout the summer (ie. Guitar, props, sweep chapel, read scripture, etc)
    - Help and support all staff as needed

This is not an exhaustive list of responsibilities assigned to this position. Other responsibilities may be assigned and the above list may be altered.