

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Trading Post Manager	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Operations	Salary Level:	Grade 5
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Business Manager Operations Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

Manage the day-to-day operations of three trading post stores.

Job Description

ROLE AND RESPONSIBILITIES

- Generate a detailed and accurate opening inventory.
- Oversee the set up and take down of each camp store.
- Train, supervise and evaluate direct report staff.
- Create store hours for each store. Ensure staff is opening and closing on time.
- Ensure staff are operating the stores in a customer service focused, Scout like manner.
- Help keep stores clean including store rooms, restrooms, and exteriors.
- Stock and troubleshoot all vending machines on ranch.
- Keep stores and vending machines stocked at all times. Work with the Business Manager to order merchandise based upon sales history and anticipated needs.
- Keep accurate daily records of daily cash deposits.
- Help meet or exceed sales goals.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

DIRECTLY SUPERVISES

- Trading Post Lead, Trading Post Clerks at Dietler and Magness

ADDITIONAL NOTES

- None