

Position Description

**TRADING POST CLERK
BOY SCOUT RESIDENT CAMP**

Job Qualifications:

- ❑ Be at least 15 years old.
- ❑ Be (or become) a registered member of the Boy Scouts of America.
- ❑ Previous retail or cash handling experience helpful.
- ❑ Have (or obtain) a food handler's permit.

The trading post clerk must be able to function in a rugged environment. This may include hiking, working at high altitude, bending, carrying at least 50 lbs, and working in high temperatures.

Desired Characteristics:

- ❑ Mature judgment
- ❑ Ability to work under pressure
- ❑ Detail oriented
- ❑ Math skills (add, subtract, multiply, divide)
- ❑ Good interpersonal skills, especially in dealing with teenagers.
- ❑ Safety conscious

Job Duties:

- ❑ Assists customers with purchases at the camp store.
- ❑ Performs a weekly inventory of trading post merchandises.
- ❑ Cleans and sets up the trading post.
- ❑ Maintains a clean, inviting environment with well-stocked shelves and displays.
- ❑ Handles cash transactions according to established procedures.
- ❑ Recommends additional items that should be carried in the store.
- ❑ Informs the trading post manager of items that need to be reordered.
- ❑ Other duties as assigned.

Salary Range: \$75 - \$150 per week plus room and board depending on age and experience.