

Position Description

**TRADING POST MANAGER
TETON HIGH ADVENTURE BASE**

Job Qualifications:

- ❑ Be at least 18 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 manager 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:

- ❑ Maintains a weekly inventory of trading post merchandises.
- ❑ Leads the trading post staff in cleaning and setting up the trading post.
- ❑ Maintains a clean, inviting environment with well-stocked shelves and displays.
- ❑ Ensures that cash is handled properly by staff members.
- ❑ Counts the daily receipts with the camp director or business manager each day.
- ❑ Recommends additional items that should be carried in the store.
- ❑ Informs the camp director or business manager of items that need to be reordered.
- ❑ Other duties as assigned.

Salary Range: \$150 - \$300 per week plus room and board