

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2023)

POSITION: STORE MANAGER – Seasonal Exempt

Salary Range: \$375-\$425/week

Reports directly to Marketing Director and Summer Camp Director.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with Marketing Director to run store during Open House.
2. During pre-camp week, work with the Marketing Director to learn about the store both clothing and food sides, online store orders, Stella snacks and ordering supplies.

While camp is in session:

1. Open and manage store during the following times:
 - a. Overnight Camper drop-off on Sunday afternoons (clothing and food sides).
 - b. Overnight Camper pick-up on Friday evenings or Saturday mornings (clothing and food sides).
 - c. Day Camp pick up Friday afternoons (clothing side only)
 - d. After lunch and dinner when the store is open for overnight camper snacks.
 - e. Monday-Friday afternoons for Day Camp snack time.
2. Oversee, guide, and help the LITs as they work in the store during snack times.
3. Work with the Marketing Director to place timely orders for ice cream, snacks, supplies, etc.
4. Fill-out and submit payroll deductions for staff store purchases to the Marketing Director.
5. Accountable for all monies including putting money into the register on Fridays and bringing it back to Russer on Sundays.
6. During working hours, maintain store area and equipment, ensuring cleanliness and good working conditions. Sweeping, mopping, cleaning machines as needed.
7. Assist Marketing Director with assembling and distributing Stella Snacks.
8. Assist Marketing Director with gathering and distributing online store orders.
9. Assist Media Specialist with taking photographs.
10. Other duties as directed.

OTHER:

- If live-in staff, maintain clean safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCCR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Experience in accounting, inventory and/or retail highly desirable.
2. Possess excellent management and leadership skills.
3. Possess high moral character.

4. Have excellent communication and time management skills.
5. Ability to relate well with children and staff.