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# SUMMER CAMP BUSINESS DIRECTOR

## POSITION DESCRIPTION

### WAYZATA COMMUNITY CHURCH

#### POSITION SUMMARY

The SUMMER CAMP BUSINESS DIRECTOR is a seasonal Camp position focused on the direction and oversight of all financial components of the day to day operations of the Wayzata Community Church Summer Camp Ministry. The Summer Camp Business Director will be responsible for the management of the Camp Budget, managing the daily income, expense, operations, and purchasing for the Camp Store, and serving as a liaison between Camp and Wayzata Community Church Director of Operations.

#### Key Responsibilities

##### Pre-Camp Start Date

- Review job description with Camp Director and WCC Director of Operations.
- Review core files and programs to manage expense tracking.
- Place initial orders for Camp Store.

##### In-Camp

- Manage receipt and expense tracking.
- Provide weekly communication and financial updates to the Camp Director and WCC Director of Operations.
- Complete monthly credit card report for Camp Director and Staff Director.
- Process check requests, invoices and reimbursements.
- Produce weekly budget reports each Thursday (from existing Excel file) with direct communication to WCC Director of Operations and Minister of Faith Formation, Family Ministry Project Coordinator, and copying Camp and Retreat Board Chair and Camp Director.
- Track Camp Store income and expense against Camp Budget and include data in weekly report.
- Create pricing and signage for Camp Store and oversee daily set-up.
- Supervise Counselors participation in running the camp store.
- Manage inventory, sales tracking and income/expense for the Camp Store.
- Take daily sales reports and per session inventories.
- Make necessary reorders prior to new sessions, controlling for expense.
- Manage the “petty cash” for Camp Store.
- Plan the processes of the Camp Store and debit card management.
- Adhere to all payroll and check cut-off deadlines in cooperation with WCC Accountant.
- Manage process timeline to meet deadlines for payroll changes and obtain all necessary approvals from Camp Director.
- Assist Camp Director, on other special projects supporting the Camp Ministry and Staff.
- When not working with business/operations, contribute to the needs of the greater Camp Staff team.

### **Post-Camp**

- Final reconciliation of Camp budget with Director of Operations.
- Complete inventory and packing of all Camp Store products.
- Provide final accounting of all Camp Store expenses and income.
- Finish payroll for last weeks of Camp.
- Create a report of recommendations for the end of year.
- Complete a 5 Essentials Evaluation of Camp financial process and Camp Store.

## **Essential Job Functions**

- Emotional resiliency (handles stressful situations appropriately) and cognitive abilities (mental skills necessary) to carry out job responsibilities in a high paced, social environment
- Ability to establish and maintain appropriate professional relationships
- Ability to be focused each day, with an attitude that is energetic and upbeat.
- Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries
- Physical endurance to be on one's feet walking, bending, twisting, reaching above head, and carrying items, etc. In other words, being physically active, for 4 continuous hours and have the ability to run or walk fast 1/8 of a mile without stopping
- Ability to read, understand and follow printed instructions in English
- Ability to work in a variety of outside weather conditions – heat, cold, humidity, wind, precipitation, lake water recreation, wooded areas and environmental factors associated with the out of doors
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity), and lift up to 40 pounds.
- Ability to work as part of a team
- Attentiveness to details, equipment, and facilities to ensure utilization, proper care, and maintenance guidelines followed

## **Organizational Relationships**

- Reports to and evaluated by Camp Director.
- Supported by Staff Director
- Works closely with WCC Director of Operations and Family Ministry Project Coordinator.

## **Experience and Education**

### **Required:**

- A faith anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church Summer Camp Ministry.
- At least 2 years of post-high school business experience or education
- Budget management experience
- Enjoys working with children and students

**Preferred:**

- Experience with retail and/or supply based business
- Proven leadership or management of people