



Job Title:	Trading Post	Department:	Retail/Camp
Reports to:	Retail Manager	Supervises:	N/A
FLSA Status:	Non-Exempt	FT/PT:	Part-time

Company Overview

Girl Scouts of the Jersey Shore is committed to building girls of courage, confidence and character who make the world a better place! We serve more than 10,000 members from Monmouth and Ocean counties with the resources to become tomorrow’s leaders. All of this is possible thanks to the dedication of our 3,800 adult members, more than 40 full-time staff, 20+ board members and countless supporters, all believing in our mission.

Position Summary

The Trading Post employee will be responsible for ensuring a positive retail experience for campers, providing excellent customer service, and maintaining general appearance of the retail space in camp. This will be a summer seasonal position beginning on around June 5th until September 1st (dates may be flexible) requiring a dedication of 20-25 hours per week.

Essential Job Functions

- Operate and manage the camp Trading Post.
- Account for all stock and monies received and maintain accurate records for income and inventory.
- Register new camper accounts.
- Replenish funds to existing camper accounts when necessary.
- Work with Council on coordinated operations with the Trading Post.
- Liaise any account issues between council shop staff and campers.
- Maintain all equipment, inventory and purchasing of weekly ice cream orders, and provide accurate inventory levels to council shop.
- Secure ice cream cooler at the end of each day.
- Opens and closes the Trading Post as directed by the camp schedule.
- Keep the Trading Post and surrounding area neat and clean at all times.
- Close and reconcile register drawer daily.
- Participate in all camp-wide activities.
- Perform other duties as assigned.

Skills & Qualifications

- High School Diploma or equivalent.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced environment.
- Thorough understanding of Company’s products and/or services.
- Ability to be flexible and open to change.
- Ability to accept criticism and work well under pressure.
- Experience identifying problems and implementing innovative solutions.
- An ability to work nights and weekends as needed.

Physical Requirements

- Ability to lift, carry, and transport up to 35 pounds.
- Frequent sitting, standing, walking, bending, and twisting upper body.
- Frequent periods of sitting at a desk and working on a computer.
- Continuous indoor and outdoor activities and exposure to weather, florescent and sun light.

- Must be able to travel with Monmouth and Ocean counties.

Equal Opportunity Employment

Girl Scouts of the Jersey Shore is an equal opportunity employer. Qualified applicants receive equal consideration for positions without regard to race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and harassment), marital status, domestic partnership or civil union status, sexual orientation, gender identity or expression, atypical hereditary or blood trait, genetic information, veteran or military status, mental or physical disability, or any other consideration made unlawful by applicable federal, state, or local laws.

To Apply

Interested candidates should send a cover letter and resume to Human Resources at: bjara@gsfun.org, Subject: "Trading Post" by no later than April 1, 2023. No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

Girl Scouts of the Jersey Shore

800.785.2090 • GSFun.org

Monmouth Service Center

242 Adelpia Road

Farmingdale, NJ 07727

Ocean Service Center

1405 Old Freehold Road

Toms River, NJ 08753

