



Camp Chief Little Turtle  
Position: **Business Manager**



Camp Chief Little Turtle is home to the Anthony Wayne Area Council, Boy Scouts of America. Each year its 1200 acre wilderness is transformed into a full program experience for Scouts BSA and other youth organizations around the Midwest. Through quality programming and a highly trained staff, our camp is sure to bring kids of all ages and their adult leaders unforgettable adventures! We are searching for outgoing individuals, who have a passion for leading youth through an incredible youth leadership training program in an outdoor setting! Summer camp lasts from early June through late July, and our staff truly becomes a second family.

**Requirements:**

- Must be 21 years old.
- Participates in pre-camp meetings and staff training week.
- Be a registered member of the Boy Scouts of America
- Must be willing to provide year round assistance in planning of camp business.

**Responsibilities:**

- Reports to Camp Director
- As a staff member, do their part for the character building process in scouting and constantly be aware of the example they are setting for the campers.
- Establish, supervise, and accurately maintain all camp records in the following areas:
  - Camp related transportation activities
  - Food Service
  - Evaluations of all personnel assigned:
    - Kitchen Manager
    - Trading Post employees
    - Camp Clerk
    - Quartermaster
  - All cash receipts and expenditures including petty cash.
  - Other such reports as requested by the Camp Director or Council Accountant.
- Administer and supervise the camp business and operational budget in accordance with the approved camp budget and in accordance with good accounting principles including ordering, receipting, inventorying, vouching, and paying.
- Develop, implement, and supervise inventory procedures for camp equipment and supplies.
- Select, train, supervise, and evaluate all staff responsible to the Business Manager including the kitchen staff, Office Clerk, and Trading Post Staff.
- Prepare written reports, as follows:
  - Receipts on a daily basis.
  - Bank deposits as needed.
- Operational evaluations of the areas of responsibility on a weekly basis, including lists of operations staff on an individual basis at the end of the camp with an emphasis in personal growth and better meeting the needs of the camp.
- Approve all receipts and expenditures associated with the operations aspects of camp program including petty cash. Followed by approval of the Camp Director.
- Take part in leader meetings as requested.

- At the end of the season, submit complete reports of Trading Post, Kitchen, Camp Office, and Quartermaster to the Camp Director.
- Submit weekly reports of Trading Post, daily reconciliation, deposits, and inventory orders.
- Carry out other assigned duties as may be assigned from time to time.
- Do your part to adhere to the camp staff mission statement and vision of camp.
- Take part in all staff meetings as requested.

Visit <https://www.ccltbsa.org/hire-me> to apply!

For more information, please contact \_\_\_\_\_ at \_\_\_\_\_.

**Camp Chief Little Turtle  
2282 W 500 S  
Pleasant Lake, IN 46779**