



Girl Scout Council of the Southern Appalachians, Inc.  
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## Camp Tanasi *Job Description*

Job Title: **Office Coordinator**  
Classification: **Exempt**  
Reports to: *Camp Director*

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

### Position Purpose:

The Office Coordinator directs several of the business operations of the camp including camp store, personnel record keeping, and customer service. The position involves considerable independent work as well as being an effective member of a team. Campers are rising 1<sup>st</sup>-12<sup>th</sup> graders.

### Essential Job Functions:

1. Manage the daily operations of the camp business service.
  - ♦ Operate camp store including inventory control, camper accounts, and record keeping.
  - ♦ Supervise staff assigned to assist in the store.
  - ♦ Manage overall finances of the camp store and inform camp director of income and expense status.
2. Oversee the inventory and ordering of business, program, and office supplies.
  - ♦ Maintain inventory of office supplies and place appropriate orders.
  - ♦ Ensure office equipment is in good operating condition.
  - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
  - ♦ Manage petty cash, recommend purchases, and perform shopping function as needed for all camp supplies.
3. Manage all customer service and communication functions with customers and vendors.
  - ♦ Answer phones and e-mail communications related to camper registrations, parental and general camp operational questions.
  - ♦ Refer concerns to camp director.
4. Assist in the management and record keeping of camper and staff information.
  - ♦ Assist camp director in the collecting and filing of human resource forms from camp staff.
  - ♦ Record, file, summarize, and prepare reports related to camper registrations.

### Other Job Duties:

- ♦ The Office coordinator would participate in duties such as staff meetings, special events, or be available to assist guests.
- ♦ Work Saturday, June 23 during the summer camp season to assist with a council-wide special event.

Relationships:

The Office coordinator has a relationship with the property manager to assist in the proper and efficient operation of all business appliances. The office coordinator will communicate with other camp staff schedules for the day, special requests and communications. The office coordinator will work with and supervise the office assistant to be sure that the office is covered during regular business hours.

Equipment Used:

Knowledge of the use of computers, printers, copiers, fax machines, and telephones.

Qualifications: (Minimum Education and Experience, Knowledge, Skills and Abilities)

- ♦ At least 19 years old.
- ♦ Experience in business or office setting.
- ♦ Knowledge of and experience in business: ordering, inventory, cash management, and office equipment use.
- ♦ Ability to work within a budget and purchase supplies efficiently.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally and in writing.
- ♦ Ability to safely and properly operate business equipment.
- ♦ Manual dexterity to utilize computer and other office equipment.

*Some physical requirements of this position could be endurance including standing, walking, bending, stooping, and stretching. Ability to lift up to 40 pounds. Requires eye-hand coordination and manual dexterity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours. Operate with daily exposure to the sun, heat, and varying environmental conditions.*

Drug Testing is required.