



Hyde Park Recreation

Trading Post Manager
Supervisor: Day Camp Director

Qualifications:

- High School Diploma or GED preferred.
- Experience working with children and/or college level childhood education course study.
- Ability to do simple mathematical calculations with money.
- Retail or food service work experience preferred.

Responsibilities:

1. Ensure safety and health of campers.
2. Maintain cleanliness and orderly work areas.
3. Reports any incidents or accidents to the Medical Director as soon as possible by using the Camps Emergency Action Plan.
4. Completes an Accident/Incident Report on any emergency situation.
5. Responsible for promoting good personal relationships.
6. Collect monies for purchases at Trading Post from campers, staff, etc.
7. Complete Daily Deposit Sheet and return with monies collected from sales to Camp Registrar in the Recreation Office by the close of Camp every day.
8. Attend Pre-camp Training Sessions and all staff meetings.
9. Conduct oneself in a professional manner at all times as a representative of the Hyde Park Recreation Department

Pay Rate: