

**STAFF JOB PROFILE**

<b>JOB TITLE:     Trading Post Manager-Atikokan</b>
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**JOB SUMMARY:**

- Responsible for the display, sales, and inventory of all Trading Post merchandise.
- Responsible for accurate money handling and control, and complete daily close-outs.
- Ensure daily close outs are completed and turned in for review each morning.

**PRINCIPAL RESPONSIBILITIES:**

1. Set up the Trading Post prior to staff training.
2. Supervise and control all Trading Post sales and record keeping, including fishing licenses used equipment sales, charges for gear damage, and collections of program fees.
3. Hand out go-home materials to crews.
4. Maintain an accurate Trading Post inventory.
5. Coordinate with the Ely Trading Post Manager to order additional inventory.
6. Keep the Trading Post and surrounding area clean, neat and orderly so it is appealing to Scouts and the crew advisors. Maintain attractive and well-stocked display of merchandise.
7. Ensure that all customers are served in a prompt and friendly manner that includes a smile. Make sure that the Trading Post staff is courteous, kind and respectful to all customers. Each sale will be concluded with a "Thank You".
8. Offer assistance and advice that will improve the quality of the experience that crews enjoy on their trip at Northern Tier.
9. Play an active role in camp-wide activities and events such as the evening Voyageur Rendezvous and other special events.
10. Perform other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.

**QUALIFICATIONS**

1. Successfully complete base staff training.
2. Understand direction and work with minimal supervision.
3. Work with and supervise other staff members.
4. Ability to use and understand computer and "point-of-sale" software.
5. Demonstrate honesty, integrity, and accuracy in dealing with money and Trading Post inventory.
6. Be (or agree to become) a member of the Boy Scouts of America, Scouts Canada, or a member of the International Camp Staff Program.
7. Must have (or obtain before the start of staff training) a current Passport.
8. Be able to obtain a Canadian work permit (US citizens only).
9. Meet Northern Tier physical requirements for staff, and turn in a completed Northern Tier Health and Medical Form upon arrival at Northern Tier before beginning employment.

**POSITION REPORTS TO: ATIKOKAN BASE DIRECTOR**

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Signature

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Print name

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Date