

## TUCK SHOP COORDINATOR

### Position Summary:

Camp Arnes Tuck Shop is filled with paraphernalia for campers to remember their week of summer camp, as well treats to enjoy throughout the week. The Tuck Shop Coordinator keeps shop. They calculate and input all money coming in from campers and staff. They calculate and return all money to campers at the end of the week. They organize and distribute the candy/drinks ordered by staff and campers as well as sell camp products to campers through the week and to our guests on Saturday. The Summer Tuck Shop Coordinator reports to the Activity Leader.

### Responsibilities:

- For the proper care and facilitation of the Tuck Shop in all aspects, cleanliness, finances, ordering inventory, managing other Tuck Shop Staff
- Ensure proper input of campers tuck amounts into computer each Monday
- Ensure that there is a print out of tuck sheets for each evening and distribute to each table before breakfast (Mon. – Friday)
- Together with the Tuck Shop Staff Input daily Tuck Order by individual
- Together with the Tuck Shop Staff Put together each cabin tuck order, ready for them to pick up at designated time
- Calculate any unspent camp tuck money on Friday afternoon. Put money in individual camper envelopes, organizing them by cabin group, ready for Camp Leaders to pick up and distribute Sat. am.
- Open the tuck shop in the evening from 6-7 on Tues-Thurs. for campers to come in and buy product
- Open the tuck shop on Saturday from 10 until the bus(es) leave, for parents and campers to shop for candy and souvenirs
- Maintain inventory of product and candy/chips/pop to be ordered
- Submit coke, chips, and candy order to Clarice
- Maintain the care of the Tuck Shop; sweep, dust, organized, etc.
- Report regularly to the Activity Leader
  - Struggles and issues with campers and/or staff
- Report **all** incidents/issues to the Activity Leader
- Must be on time for all scheduled programming and meals
- Encourage and inspire participation in all programming
- Report to the Activity Leader for helping in the program when not needed in the Tuck Shop other than scheduled breaks
- Report to the assigned evening chapel
- Help with the set up and take down of different programming as assigned
- Will stay in a cabin with campers as a cabin buddy and help the cabin leader when necessary
- Participate in the programmed activities as possible
- Participate in the evening Staff meeting

### General Responsibility:

- Share your Christian life and character with the campers as you can
- Promote an encouraging and fun environment
- Encourage, honour and respect fellow staff and leaders
- Be on time for all scheduled programming and meals
- Be able to participate with enthusiasm in various weather conditions
- Properly care for your designated accommodations
- Uphold all Camp Arnes policies
- Participate in the Saturday Staff Meeting once the campers have left
- Attend and participate in the Tuesday and Thursday morning Staff devotions
- Attend and participate in Sunday night Journey Groups
- Attend and participate in Sunday night wigwams / worship
- Try to attend church on Sundays (when possible)

### Attributes:

- Strong Christian foundation and relationship with God
- Strong ability to multitask and handle stressful moments
- To excel in Math skills
- To know and to have experience in Access
- Attitude of servanthood
- High energy personality

- Passion for communicating the Gospel Message
- High Passion for ministry and fun!