



## **Camp Store Operations Team**

### **About Summer at St. John's**

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.
- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

### **About St. John's Prep**

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

### **Position Overview and Responsibilities**

The Camp Store Operations Team Member is responsible for assisting in the day-to-day operation of the camp store, including inventory management, sales transactions, and customer service. This role requires a friendly and organized individual who enjoys working with people and ensuring a positive shopping experience for campers and staff.

### **Skills and Competencies**

- Assist in the setup and maintenance of the Camp Store, ensuring that shelves are stocked, displays are attractive, and merchandise is properly organized.
- Greet campers, answer questions, and provide assistance in selecting items, promoting camp merchandise, and informing campers about store policies and promotions.

- Process sales transactions accurately and efficiently via CampBrain Store and/or credit/debit cards , ensuring proper handling of payments and adherence to accounting procedures.
- Maintain accurate records of inventory levels, replenishing stock as needed, and conducting regular inventory checks to identify shortages or discrepancies.
- Monitor and manage inventory and sales, reporting any discrepancies or issues to camp leadership.
- Assist in the receiving and storage of merchandise deliveries, checking for accuracy and quality, and documenting inventory levels.
- Keep the Camp Store clean, organized, and visually appealing, including regular cleaning and restocking of shelves, dusting, and sweeping.
- Collaborate with camp leadership and other staff members to promote sales, implement special promotions or events, and contribute to the overall success of the Camp Store.

### **Education and Experience**

- High school diploma or equivalent; college coursework or retail experience is a plus.
- Previous experience in retail sales, customer service, or hospitality is desirable.
- Strong interpersonal and communication skills, with the ability to interact positively with campers, staff, and parents/guardians.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Attention to detail and the ability to prioritize tasks effectively.
- Friendly and approachable demeanor, with a commitment to providing exceptional customer service.

### **Physical Requirements:**

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Summer at St. John’s is committed to building a diverse and inclusive community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in work with all those who engage with Summer at St. John’s.

Interested candidates are asked to apply via [CampBrain](#). Questions can be directed to Laurel Grady at [summeratstjohns@stjohnsprep.org](mailto:summeratstjohns@stjohnsprep.org).

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