



Resource Coordinator

- FLSA STATUS:** HOURLY/FULLTIME/NON-EXEMPT
- BENEFITS:** Health, Dental, Vision, Life Insurance available within first month, and retirement contribution available after 1 year of employment.
- SALARY:** \$16.00 per hour
- SCHEDULE:** Monday-Friday 8:00-5:00pm
- Location:** Branson, Missouri, On-Site Position.
Hybrid/Remote Unavailable
- CLOSING DATE:** April 5th, 2024
- INFORMATION:** Send resume and cover letter to human resources at HR@kaakamps.org

Purpose of the Position

To provide support to areas of KAA that are important to the mission and vision of KAA. This position will work closely with the KAA retail sales team along with guest and volunteer services. This position's focus will be to manage aspects of maintaining a summer retail store, as well as interacting with guests as they need lodging, and volunteers as they inquire about giving their time to KAA each summer.

Merchandise Services

- Coordinate with Merchandise Team as required by supervisor
- Schedule staff hours of K-Kloset throughout the summer and work with Kaleo and Operations team for hiring of store staff.
- Research and order items needed for the store throughout the year, receiving apparel designs from the KAA Marketing Director.
- Work with other KAA departments to ensure orders of KAA merchandise and giveaways throughout the year.
- Package online sales and ensure quick and accurate shipping.
- Work with Marketing Director as new merchandise is completed for online store updates and social media posts.
- Maintain vendor relations and utilize wholesale vendors to ensure best price.
- Set up the KAA retail store for summer and maintain a presence from beginning to end of Kamp season.
- Track and report all accounting, including EOD reporting and deposits, inventory reports, and all other merchandise related accounting.
- Manage inventory, including receiving and stocking of merchandise, rotating and replacing merchandise on displays as needed.



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Guest and Volunteer Services

- Maintain Guest Lodging calendar, and ensure all rooms are correctly assigned.
- Maintain volunteer spreadsheet and email inquiries.
- Make connections with directors to utilize volunteers as they look to donate their time to KAA each summer.
- Verify that each guest and volunteer have all background checks and waivers completed through company software

Education Required

College degree not required, but preferred.

Required knowledge, skills and abilities

1. Self-starter with the ability to gather, assemble, correlate, and analyze facts and strong organizational skills with an aptitude to deal with many different levels of personnel and establish and maintain effective working relationships with a variety of individuals.
2. Utilize problem-solving skills, exercise judgment, and make decisions in performing job duties possessing good interpersonal and communication skills with an ability to relate across cultural, age, and social-economic barriers while exercising patience and diplomacy in dealing with fellow employees, vendors, and clients of the KAA.
3. Self-starter capabilities exercising initiative with the ability to work independently without supervision and understand and follow written and verbal instructions as well as effectively handle and maintain restricted and confidential information in a professional manner.
4. Ability to arrive at work on-time, show initiative, and collaborate with others on a daily basis.

Licensing and Certifications

- Must possess and maintain a valid Motor Vehicle Operator's license and be insurable under Kids Across America insurance coverage when operating a KAA vehicle.

Miscellaneous Requirements

- Must be at least 21 years of age.
- Must be able to pass a background investigation.
- Ability to continuously stand/walk; frequently push/pull; occasionally bend/stoop/crawl/reach above shoulders/kneel; climb a ladder and carry up to 40 pounds.