

**Baltimore Yearly Meeting Position Description  
Residential Camp Director – Opequon Quaker Camp**

**Reports to:** Camp Program Manager  
**FLSA Status:** Exempt  
**Approved by:** Supervisory, CPC - August, 2011  
**Amended:** 11/12/18

**JOB SUMMARY:** Baltimore Yearly Meeting (BYM) operates four summer camps in Maryland and Virginia providing a summer camping experience for some 550-600 youth, ages nine to 17. The Director of Opequon Quaker Camp in Clear Brook, VA is responsible for a residential camping program for 150-170 campers (approx. 55 campers per session for three sessions) ages nine through 14. The Camp Director is directly supervised by the Camp Program Manager under the general guidance of the General Secretary. The Camp Director works closely with the Camping Program Committee (CPC) which oversees and coordinates the philosophy, policy, financing, and emphasis of the camping program. The Director receives nurture and support from the Committee. The Director may be part of a Co-Director team, hiring, training and supervising a staff of 26-32 people who will all report to the Director(s).

The Camp Director should be spiritually grounded and familiar with how youth can be transformed by experiencing the wilderness, creative workshops, and community. The Director leads counselors and staff in creating opportunities for spiritual growth among campers. He or she teaches safe and appropriate “leave no trace” wilderness practices and evaluates their implementation by others. He or she needs to be organized, possess strong communication skills and be able to manage crises effectively. The Director works sporadic hours from September to December and five to 20 hours a week from January through June to administer the program, which includes recruiting and hiring staff and counselors, reviewing acceptance information and literature, corresponding with staff, parents and campers, filing reports, and working with the CPC and the Camp Program Manager.

**Duties and Responsibilities include:**

- Recruit, hire, train, and supervise staff and counselors;
- Live in camp from the start of pre-camp training (mid-June) through post-camp (mid-August) (eight weeks);
- Communicate by email and phone with staff, counselors, campers, parents, BYM staff and the CPC;
- Support and evaluate all camp staff members;
- Attend annual spring and summer camp director meetings in March and August (two and a half days each);
- Work with the Camping Program Manager, Camp Property Manager, and the CPC to meet all the relevant health and safety standards;
- Prevent and manage crises;
- Work within a budget, set priorities, and direct purchases necessary for camp operations;
- Supervise the kitchen manager;
- Manage the camp checkbook, financial records and petty cash in consultation with the BYM Comptroller;

- Work with the Camp Property Manager to maintain camp vehicles and property;
- Ensure that staff and counselors are rested and cared for so that they may best attend to their campers;
- Support and guide camp volunteers;
- Assure effective implementation of BYM Youth Safety Policy, Vehicle and Driver Policy, and BYM Camp Staff policies.

**Interpersonal Skills needed to perform the job include the ability to:**

- Build community among staff, counselors, volunteers and campers;
- Understand, interpret and address interpersonal dynamics of counselors and staff working together;
- Understand, interpret and address interpersonal dynamics of campers and individual camper issues;
- Support and oversee staff and counselors from a wide variety of backgrounds;
- Communicate effectively with parents of campers;
- Communicate effectively with members of the Yearly Meeting;
- Communicate effectively with external groups such as insurance providers, park staff, and Health Department;
- Communicate effectively with the Camp Program Manager.

**Teaching and Leadership Skills needed for the job include the ability to:**

- Understand and skillfully use Quaker process;
- Screen, interview, and hire potential staff for the program;
- Train, support, and give feedback to staff;
- Work with staff in planning pre-camp and camper orientation;
- Ensure that the counselors and staff meet the practical and spiritual needs of the campers under their care;
- Understand and be able to facilitate among staff a greater understanding of childhood/adolescent issues and childhood/adolescent development;
- Facilitate meaningful discussions about diversity, equity and identity issues in the context of the camping program;
- Prepare staff to use a variety of conflict resolution approaches with campers and co-workers;
- Plan and carry out community service projects;
- Implement and teach wilderness safety systems and risk management;
- Have a macro and micro view of logistical planning

**Personality traits needed for the position include:**

- Discipline in prayer and/or meditation;
- The ability to hold a focus on the vision and goals for the program;
- A deep and abiding love for children and the wilderness;
- Belief that way opens and a trust in the Light;
- Belief in the value and practice of supportive leadership;
- Energy and initiative;

- Excellent listening skills;
- The ability to be comfortable nurturing and supporting others;
- The ability to care for self and find ways to ensure that personal needs are met throughout the course of the program;
- Advanced organizational skills;
- The ability to remain clear and calm under pressure.

**OTHER REQUIREMENTS:**

- The ability to live for an extended amount of time in the outdoors during the summer.
- Stamina under stressful conditions and long working hours, including being on-call.
- A CDL Class B license with passenger endorsement.
- A criminal background check
- Computer literacy including the ability to use Microsoft Word and Excel software and willingness to learn CampBrain database.

**SALARY AND BENEFITS:** Salary is \$11,000 per year. This position does not include any benefits.

**NON-DISCRIMINATION:** BYM is an equal opportunity employer and does not discriminate in hiring based on race, gender, gender expression, sexual orientation, disability, marital status, age, or national origin.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**WORK ENVIRONMENT:** Baltimore Yearly Meeting has a relatively small staff and depends heavily upon volunteers and committee members to accomplish its work. All staff members are expected to work cooperatively with volunteers and committee members.

This document describes the position currently available. It is not an employment contract. Baltimore Yearly Meeting reserves the right to modify job duties or job descriptions at any time.