

## BYM Camps

# Camp Administrative Assistant & Family Communication Specialist (Seasonal)

Catoctin / Opequon / Shiloh

### **The Opportunity:**

BYM Camps is seeking a Camp Administrative Assistant & Family Communication Specialist for one of its three residential summer camp programs: Catoctin, Opequon, and Shiloh. The ideal candidate has a sincere desire to work with youth and families from all backgrounds, excellent organizational skills, communication skills, can-do attitude, and the ability to thrive in a busy office workplace. They are at least 18 years of age and possess the maturity and skills needed to successfully fulfill the requirements of the position. They are willing to actively pursue and fulfill the goals and mission of the BYM Camps, commitment to creating a safe and equitable space for community members of all backgrounds. The Camp Administrative Assistant & Family Communication Specialist will be living and working in a multi-generational, youth-centered community in a rustic setting, interacting with campers, families and staff closely every day.

### **Who We Are:**

BYM Camps is a family of four summer camp programs spread along the Appalachian Mountains of Virginia and Maryland, serving approximately 600 young people between the ages of 9 and 17. Operated and stewarded by the Baltimore Yearly Meeting Religious Society of Friends (Quakers), these four programs are unique and distinctive but tied together by a belief in the importance and value of every person. From hiking to canoeing to rock climbing, from organic farming to creative arts, from group games to group work, our campers develop the kind of self-knowledge and self-esteem that leads to personal, emotional, and spiritual growth. These four programs provide a meaningful and unforgettable summer experience, but more than that, they produce in campers a lifetime of lessons, confidence, and connection.

### **What You'll Do:**

The Camp Administrative Assistant & Family Communication Specialist, who reports to the Camp Director(s), is responsible for the following:

- Learning summer camp programs, policies and procedures and becoming a knowledgeable point person to answer questions and provide assistance to camper parents as well as summer camp staff.

- Word processing, photocopying, printing, and filing paperwork.
- Performing camp specific administrative duties including, but not limited to, managing the camper, staff, and volunteer database, data entry of camper registrations, producing camp rosters.
- Assisting the wellness staff in collecting and managing medical documents and in calling families.
- Answering the telephone and responding to basic questions or directing other questions appropriately. Making each family or community member feel heard and valued. Keeping organized records of phone calls.
- Managing camp emails, responding and directing them as necessary
- Organizing the office and maintaining efficient systems in collaboration with other staff members.
- Attending staff meetings as appropriate. Participating actively in a community of young people and young adults.
- Other duties as assigned.

### **Who You Are & Keys to Success (the must-haves):**

To be successful in this job, you will excel in three areas:

- **Communication and relationship building:** You communicate clearly, compassionately, and directly with a variety of people, including campers, camper families/ caretakers, counselors, staff, volunteers, and vendors. You have a sincere desire to work with youth and families from all backgrounds. You are willing to actively pursue and fulfill the goals and mission of the BYM Camps, commitment to creating a safe and equitable space for community members of all backgrounds. We prefer that you are able to speak Spanish, but it is not a requirement.
- **Organization and record keeping:** You keep the office organized and maintain efficient systems. You keep detailed records of phone calls and communications. You receive and sort emails, ensuring that they are directed to the appropriate staff members and that no important information or questions get overlooked. You thrive in a busy office setting.
- **Administrative Technology:** You possess a general knowledge of Google Workspace and an ability to learn and adapt to new computer software. You navigate and manage various databases and pull relevant information from them to create rosters or update records.

### **If you were here right now, you would be:**

- Speaking on the phone with a nervous caregiver whose camper is away from home for the first time.
- Sitting around the campfire, listening to songs and stories from campers who have just returned from trips.
- Collaborating with the Wellness Lead to get in touch with a camper family with an update about their child's health.

What Else You Should Know:

BYM Camps is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities.

The position is seasonal, with full-time and on-site responsibilities from June 15 to August 15. Some flexibility in hours is possible. Housing is provided, in a rustic wilderness camp setting. Salary for this position starts at \$500/week.

To apply, go to the [BYM Camps Staff Portal](#), and submit an application there.

Questions? Reach out to Brian Massey, Program Manager, BYM Camps, at [brian@bymcamps.org](mailto:brian@bymcamps.org).