



Baltimore Yearly Meeting Position Description

Director, Opequon Quaker Camp

Reports to: Camping Program Manager

FLSA Status: Seasonal, Salaried, Exempt

ORGANIZATION SUMMARY

Baltimore Yearly Meeting (BYM) of the Religious Society of Friends (Quakers) owns and operates four overnight summer camps in the Mid-Atlantic region, providing a summer camp experience each year for 550-600 young people between the ages of 9-17. Together, these four summer camps constitute the BYM Camping Program, and they are unique and distinctive but tied together by a belief in the value and brilliance of every person, no matter how young or old. From overnight wilderness camping to creative arts, from group games to collective work, our campers develop the kind of self-knowledge and self-esteem that leads to personal, emotional, and spiritual growth. These four summer camps provide a meaningful and unforgettable summer experience, but more than that, they produce in campers a lifetime of lessons, confidence, and connection.

Opequon is our residential summer camp that's designed to unleash a camper's creative spirit, and to help them discover their authentic self and their organic brilliance. Opequon's staff facilitates many different activities and artistic workshops that are both fun and physical, highlighting the connections between creation, nature, self-expression, and joyful community.

POSITION SUMMARY

The Director of Opequon Quaker Camp in Harpers Ferry, WV is responsible for a residential camping program for 150-170 campers (50-60 per two-week session, for three sessions) between the ages of 9-14. The Camp Director is supervised by the BYM Camping Program Manager, under the general guidance of the BYM 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 BYM Camping Program. The Director receives nurture and support from the Committee. The Director is responsible for hiring, training and supervising a seasonal staff of ~30 people, all of whom will report to the Director.

The ideal candidate will have a passion for youth development, the emotional and spiritual grounding to lead a diverse multi-generational community, experience with outdoor education and/or arts education, and very strong interpersonal communication skills. They will have the proven ability to manage both people and resources, to prioritize and complete multiple projects, and to fluently engage with issues of identity and community with youth. They will be committed to creating a generative and joyous camp experience each summer, and a program that is constantly growing and improving so that it can better meet its goals and manifest its values.

The Director works sporadic hours from September to December and between 5-20 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 Camping Program Manager. The Director is required to live on-site at camp for eight weeks in the summer, from the start of staff training (mid-June) through the end of staff clean-up and closure (mid-August).

ROLES & RESPONSIBILITIES

- Recruit, hire, train, supervise, support, and evaluate all staff
- Develop and cultivate a healthy, supportive, and productive staff culture and capacity
- Communicate frequently with staff, counselors, campers, parents, BYM staff and the CPC
- Attend annual spring and summer Camp Director meetings in March and August
- Participate in camper recruitment and family engagement strategies, as requested by the BYM Camping Program Manager
- Work with the Camping Program Manager, the Camp Property Manager, and the CPC to meet all the relevant health and safety standards
- Monitor the Opequon program for risk and ensures that all safety protocols and procedures are being implemented by camp staff
- Work within a budget, set priorities, and direct purchases necessary for camp operations
- Manage the camp checkbook, financial records, and all other bookkeeping and accounting systems, in consultation with BYM Finance Director
- Work with the Camp Property Manager to maintain camp vehicles and property
- Support and guide camp volunteers
- Assure effective implementation of the BYM Youth Safety Policy, the BYM Vehicle and Driver Policy, and any other BYM Camp Staff policies
- Develop and refine the camp's goals, objectives, and outcomes
- Ensure that Opequon implements inclusivity and equity education and programming for both staff and campers, and helps fulfill the larger inclusivity and equity mission of BYM
- Maintain a summer camp operation that fosters the physical, emotional, behavioral, and spiritual health of all campers and staff
- Support the larger vision and objectives of the BYM Camping Program, serving as a core member of the program's leadership team

KEYS TO SUCCESS

- **Strong skills in relationship-building and interpersonal communication:** You can communicate clearly, empathetically, and directly with a wide range of diverse internal and external stakeholders, including campers, camper families, staff, volunteers, donors, community members and neighbors, and regulatory agencies.
- **Calm, clear, & organized:** You are able to hold both the big picture and the fine details of a summer camp's operational logistics. You have high-level organizational skills, and you can both implement and teach safety systems and risk management protocols. You are able to remain calm and clear during moments of stress or pressure.
- **Values-based drive to help the camp innovate, strengthen, and grow:** You can facilitate the development, refinement, and evolution of the camp – the activities and goals and outcomes for campers – in several areas, including social/emotional development, leadership development, community participation, justice and equity, and environmental sustainability. You can cultivate a growth mindset, seeking to constantly increase your knowledge and skills in the areas of camp curriculum design and implementation.
- **Servant leadership and inclusive management:** You can provide 360-degree leadership at the camp, including managing staff, volunteers, systems, facilities, and curriculum. You support and facilitate staff ownership of the camp's activities and workshops. You live at camp and are an integral part of the community from mid-June through mid-August.
- **Commitment to equity and justice:** You believe that a truly diverse camp community makes us stronger, wiser, and more resilient. You recognize that the Quaker value of honoring the divine in every person compels us to not just build an environment that is welcoming, but to build one together, incorporating the voices and lived experiences of all campers and staff, centering those that have been historically marginalized. You build an age-appropriate social and emotional curriculum for campers that includes structured opportunities to build meaningful relationships and transform conflict across differences.

What Else You Should Know:

Baltimore Yearly Meeting 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 part-time and seasonal, with full-time and on-site responsibilities during the summer. There is some work required in the off-season, which can be done from anywhere with reliable access to the internet. Very occasional travel is required, and total hours for the year range from 800-1000, summer included. The salary starts at \$25,000. No benefits are provided.

How to Apply:

Please send a cover letter and resume to Brian Massey, BYM Camping Program Manager at brianmassey@bym-rsf.org, subject line "Opequon Director". Applications will be accepted until the position is filled, with the review and interview process beginning immediately.