

# Baltimore Yearly Meeting

*of the Religious Society of Friends*

## **Camp Caretaker**

**Reports to:** Camp Property Manager

**FLSA Status:** Part-time, Salaried, Non-Exempt

## **The Opportunity**

Baltimore Yearly Meetings is seeking a Camp Caretaker to support activities at Opequon Quaker Camp at Rolling Ridge (OQC-RR) located in Harper's Ferry, WV. Reporting directly to Camping Property Manager, the Camp Caretaker at OQC-RR will perform both specified tasks and duties as assigned on a part-time basis with full benefits.

The Camp Caretaker at OQC-RR will perform basic repairs and improvements at the camp, assist the Camp Property Manager in securing and supervising contractors for more complex projects, manage camp rentals, and serve as a vital member of the summer camp staff team. In addition, the Camp Caretaker may be called upon to assist work being performed at other BYM camps..

This is a great opportunity for an aspiring or established professional to contribute to a mission-driven wilderness education and spiritual formation program at an exciting moment of growth and transformation. It is also a wonderful opportunity to build property management, building and land trade skills, and hospitality expertise in a beautiful wilderness setting.

## **Responsibilities** *include but are not limited to:*

- **Property Management**
  - Provides regular security presence on property and oversees its use
  - Provides access and assistance to camp users
  - Under supervision of the Camp Property Manager, manages contractors from bid through project completion
  - Manages waste, recycling, and other works with appropriate vendors
  - Interacts with other stakeholders of the Rolling Ridge Conservancy.
  
- **Grounds & Building Maintenance**
  - Reviews and services equipment on a regular schedule
  - Maintains and takes vehicles for service
  - Maintains facilities including basic interior and exterior repairs
  - Maintains grounds including regular mowing, weed control, and debris removal
  - Uses appropriate safety precautions while carrying out duties
  
- **Hospitality Management**
  - Develop and implement systems and procedure for renting camp facilities
  - Interfaces with renters and potential renters
  - Assesses property and grounds after use
  - Cleans and prepares facilities between rentals

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## **Attributes & Skills Required:**

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

- Quick learner: When you encounter something you don't know how to do, you're eager to find teaching resources, study them, ask questions, and apply new skills. You're the kind of person who loves YouTube tutorials and enjoys figuring out how to make things work. You either have basic carpentry, plumbing, wood cutting, and electrical and mechanical skills or are eager to learn them in formal and informal settings.
- Independent worker with good judgement: You're comfortable working alone most of the time but welcome the energy and collaboration of volunteers and seasonal summer camp staff. When your supervisor assigns you a goal, you know how to break the goal down into smaller tasks and get started. When you encounter a barrier in your work, you're able to come up with solutions to keep moving but you also have the good judgement to know when to stop and consult with your supervisor.
- Commitment to equity & justice: You're willing and able to talk about race, ethnicity, sexual orientation, class, ability, and gender. You demonstrate awareness of your own growing edges and are able to hear, reflect, act on, and learn from feedback regarding equity and justice.
- Technical Skills & Requirements:
  - A valid driver's license is required.
  - Must be willing to obtain a "B Class" Commercial Driver's License with a passenger endorsement and a safe chainsaw operator's certificate. BYM will provide the resources for training and certification.
  - Must have the stamina and strength to perform manual labor, traverse uneven ground, climb ladders, and operate lawn equipment.

## **Position Hours & Time Requirements:**

- This is a half-time (20 hours per week), salaried position.
- Overtime will be required, especially from June-September, and will be paid hourly.
- This position is in-person at Opequon Quaker Camp at Rolling Ridge in Harper's Ferry, WV.
- Working hours are flexible in ways that meet work and personal needs. Regular weekday availability and occasional evenings and weekends are required.

## **Compensation & Benefits**

- The salary for the position is \$30,000 with full benefits.
- Benefits include generous PTO (7 days of vacation, 3 personal days, 6 sick days, and 11 paid holidays for half-time staff), 403(b) retirement plan with an employer contribution, low-deductible medical and dental insurance currently offered at 100% of premium paid for employees and 50% of premium paid for employee dependents.

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- This position does NOT include housing. However, BYM can provide leads on affordable, local housing.

## **What Else You Should Know**

Baltimore Yearly Meeting does not discriminate in hiring based on race, sex, gender, sexual orientation, disability, marital status, age, or national origin. We encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

In accordance with BYM's Child Safety Policy, a background check conducted by BYM is required for employment. Past offenses involving children are disqualifications for this position. BYM recognizes the injustices in the criminal legal system and believes in second chances. Returning and returned citizens, whose offenses did not involve children, are welcome applicants.

## **Who We Are**

Baltimore Yearly Meeting builds and nurtures a strong and vibrant Quaker community across the southern Mid-Atlantic. We seek to build community, grow in the life of the Spirit, discern right action, and bear witness in the world. In addition, BYM serves as the point of connection and collaboration for Friends working on a wide range of social justice issues. BYM includes Quaker meetings in parts of Virginia, Maryland, Pennsylvania, West Virginia and the District of Columbia. About 6,700 Friends of all ages, from more than 45 worshiping communities, make up BYM.

The BYM Office provides technical support to local Quaker Meetings and opportunities for Quakers in our region to work, play, serve, learn, and grow spiritually. We provide a range of programming throughout the year and operate 4 summer camps that serve more than 500 campers annually. The work of BYM is carried out by 10 full-time staff and hundreds of volunteers.

## **How to Apply**

Please send a resume and cover letter to [HR@bym-rsf.org](mailto:HR@bym-rsf.org). Please put "Camp Caretaker" in the subject line.