

Baltimore Yearly Meeting

of the Religious Society of Friends

Catoctin Quaker Camp Camp Caretaker

Reports to: Catoctin Quaker Camp Property Manager

FLSA Status: Full-Time, Salaried, Non-Exempt

SUMMARY: Baltimore Yearly Meeting (Quakers) seeks our next camp property Caretaker. The Caretaker is the resident facilities manager for Catoctin Quaker Camp, located near Frederick, MD. The Caretaker cares for the facilities, readying them for summer camp and rental groups. This is accomplished under the direct supervision of the Camp Property Manager (CPM).

The Caretaker should be an individual who enjoys living in a remote, wilderness area and working with their hands. The successful Caretaker is a self-starter who enjoys working both alone and with volunteers to complete projects.

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

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

- Maintain and improve systems and procedures for renting camp facilities
- Interfaces with renters and potential renters
- Assesses property and grounds after use
- Cleans and prepares facilities between rentals

Administration

- Assist the CPM with maintaining BYM CDL compliance records
- Develop Standard Operating Procedures for Catoctin Quaker Camp
- Improve and manage systems for renting camp facilities at all three BYM Camps facilities
- Assist the CPM with projects at other camps

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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 judgment: 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 judgment 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 full-time, salaried, residential position.
- Overtime may be required from June-September and will be paid hourly.
- Working hours are flexible in ways that meet the needs of BYM. Regular weekday availability and occasional evenings and weekends are required.

Compensation & Benefits

- The annual salary for the position is \$39,000 plus the housing benefit listed below (valued at \$19,000). Overtime will be paid at an hourly rate.
- The Caretaker is required to live on-site at Catoctin Quaker Camp in the Caretakers Cabin. Housing and utilities are included as part of the overall compensation. This is a non-taxable benefit and is valued at approximately \$19,991 in 2024.
- Benefits include Paid Time Off (12 holidays, 15 days of vacation, and 12 days of sick leave per year), 403(b) retirement plan with an employer contribution, low-deductible medical and

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dental insurance currently offered at 100% of the premium paid for employees and 50% of premium paid for employee dependents.

- The total compensation package for this role is valued at approximately \$79,400

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.

To Apply

Email your resume and answers to the following four questions to HR@bym-rsf.org. Please limit your answers to one page total.

1. How did you hear about this job?
2. What excites you about this job?
3. What about this job would be new to you or intimidating for you?
4. What experience have you had with Quakers, Baltimore Yearly Meeting, and/or BYM Camps, if any?