



BROWN LEDGE CAMP

JOB DESCRIPTION

POSITION: Office Coordinator

LOCATION: Vermont preferred, option for remote work from September to March/at Brown Ledge Camp from June to August

REPORTS TO: Assistant Director, Operations Director

SALARY: \$45,000 - \$48,000 (commensurate with experience)

TO APPLY: Send your cover letter and resume to work@brownledge.org on or before 12/12/2022 with the position title in the subject line. Applications will be reviewed as they are received. Interviews will begin the week of January 2, 2023.

We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, or veteran status.

About the Role

Brown Ledge Camp is seeking a highly organized, focused, and friendly individual to assist with a variety of operational and customer service-oriented tasks. This job will call on you to connect with campers, staff and families. This person should be excited about being at summer camp, which includes being part of a high energy, fast paced community in the summer months. In the winter months, we slow down a bit and dive deeper into projects and tasks.

Qualifications, Skills and Knowledge:

- Exceptional organization and project management skills, attention to detail.
- Self-starter and able to work independently and remotely towards individual and team goals.
- Strong technical and digital communications skills, including proficiency in Google Suite.
- Demonstrated skills in customer service, or willingness to learn.
- Willingness to learn and adapt to both existing and new systems, technology, and processes.
- Demonstrated ability to take ownership of projects and meet deadlines.
- Well-developed communication skills, including writing, editing, and listening skills in English.

- Highly motivated and invested in building relationships with the Brown Ledge camper and parent community.
- Must be willing to live on-site in camp-provided housing and be willing to work nights and weekends during program months.
- Proficiency with Canva and graphic design are beneficial but not required.

The Position and Essential Job Functions

Summer (June-August)

- Manage Brown Ledge camp's summer office, including:
 - Fielding emails to general inboxes (responding and forwarding),
 - Assisting activity departments with forms and sheets necessary for their operations
 - Manage camper communication with parents (phone calls, international letters/ emails)
 - Lead summer Headquarters staff including scheduling and managing workload (to include Office and Store seasonal staff)
- Communicate with parents, families and caregivers regarding miscellaneous questions (retainers, sunscreen, packages).

Spring (March-May)

- Use CampMinder database to assist with enrollment, including:
 - Forms management and collection
 - Sending batch emails
 - Generating reports

Winter (September-March)

- Assist with data entry and administrative tasks related to hiring, to include:
 - Posting job descriptions to various sites, including formatting and updating listings.
 - Communicate with potential and new hires to ensure documentation is completed on time.
- Depending on Hire's location, possibility of local tasks
 - Store fulfillment
 - PO Box pick-up
 - Bank deposits (not required)

Job Benefits:

- Eligible to participate in employee sponsored Medical, Vision, and Dental
- Eligible for Company's 401k management offering
- A 100% tuition credit for your child/children to attend summer camp
- All meals for you (and a partner/spouse) when the kitchen is in operation
- Unlimited paid vacation days to be taken primarily between October 15 and May 1 of each year
- Flexible work schedule from September-March.
- Sick, personal, and bereavement time as needed.
- Unlimited vacation, including a requirement that all employees take a minimum of three weeks off. Other office holidays include New Years Day, MLK Day, President Day, Memorial Day, Labor Day, Indigenous People's Day, Thanksgiving, Day After Thanksgiving, Christmas Day.

About Brown Ledge Camp

Brown Ledge Camp is a residential camp for girls aged 10 to 18 located on Malletts Bay of Lake Champlain in the beautiful Green Mountains of Vermont. Quality instruction, on an elective basis, is offered in 18 activities with emphasis on horsemanship, theater arts, water and field sports. The 190 campers at Brown Ledge represent all parts of the United States, Canada, Europe and other areas of the world.

The Freedom of Choice framework makes Brown Ledge different from other camps. The Brown Ledge philosophy offers nearly unlimited opportunity for self-discovery and self-realization in a fun, open and supportive atmosphere. Brown Ledge's structure of open activity time communicates to girls that they are capable of making decisions and trusted to make good decisions. That is not to say that campers will not make mistakes. But at Brown Ledge campers are given the space to make mistakes because failing is as important to the learning process as succeeding.

Although the world has changed quite a bit since Brown Ledge was founded in 1926, the camp's Freedom of Choice philosophy has not. Considered progressive education in the early twentieth century, this philosophy is still relevant today, and, arguably, might have a greater impact on a camper's growth and development than it has in past decades.

About the Team

We are a small but fun, committed, and collaborative team. Here's who you'll be working closely with:

Abby Lovshin-Smith (she/her), Director

Abby began her Brown Ledge career as a camper in 1993, graduated from the JC program in 2000, and spent five summers as a Sailing counselor through the summer of 2006. She was born and raised in Middlebury, Vermont but spent 18 years down South after attending Auburn University. She returned home to Vermont and to Brown Ledge in the Fall of 2018, and has been Brown Ledge's Director since.

Marjorie Isaacs, LCSW, (she/her), Assistant Director

Marjorie was a camper, junior counselor, and counselor at Brown Ledge from 2002-2017. She has a Masters Degree in Social Work, and has been working with children, youth and families since 2016. Marjorie does all things enrollment and is focused on our program, as well as community mental, emotional and social health.

Mitchell Watson (he/him), Facilities Coordinator

Mitchell started with Brown Ledge in 2019, and worked his way into his current role as Facilities Coordinator. Under the tutelage of former director Bill Neilsen, Mitchell has learned the in's and out's of the Brown Ledge facility. This includes Camp's intricate water and sewer system, caring for over 90 buildings, and maintaining grounds. He also is responsible for vendor relations and ensuring the bills get paid on time.

Shannon Elford (she/her), Operations Director

Shannon focuses on all things finance and camp operations. She graduated from Arizona State University in 2016 with a BA in Art Studies. She spent several years as the Head Coach and Program Director of an all-girls rowing team in Arizona. Prior to her current role, Shannon worked on the Swimming dock in 2018. She and her wife, Sam Newbery (senior staff 2015-2021), are new year-round Vermonters.