NECYSC
New England Chinese Youth Summer Camp
紐英崙中文夏令營

NECYSC Operations Team Lead (OPS Team Lead) Application

Camp Overview

The New England Chinese Youth Summer Camp (NECYSC) started in 1986. NECYSC is a non-profit organization whose goal is to bring together youth interested in Chinese culture and foster a sense of community. We are looking for dedicated, responsible, and passionate OPs members to coordinate logistics and be the organizational backbone of camp. OPs members interact extensively, cooperatively, and creatively with each other, with counselors, and with other camp staff to hone their leadership and communication skills.

General Information

Camp Location: Brandeis University, Waltham, MA

Age Requirement: 18 years old by camp week

Timeline:

December 8th — Application Opens

January 31st — [Google Form Application] (see below) due **at 11:59 pm**

- Answer Supplemental Questions (see Appendix 1)
- *AFTER ACCEPTANCE* into the OPs program, individuals must submit **within 2 weeks**:
  - Online Registration
  - Health / Medical Release Forms
  - CORI Form
  - SORI Form
  - Photo ID

mid-February (Sat./Sun.) — Interviews (tentative dates + accommodations available)

2026 Camp Week Dates

Fri, July 24: Counselor/RA/OPs Lead Training

Sat, July 25: All staff move-in and staff training

Sun, July 26 - Sat, Aug 1: Camp Week

Questions? Contact headcounselors@necysc.org

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Operations Team Lead Job Description

The mission of OPS is to develop professional project management skills required as future leaders. The position is fit for those who are more interested in the logistical, organizational side of things than interacting with campers. As a member of the the OPS team, you will:

- Report directly to the Executive Team of NECYSC (Head Counselors and Directors), supporting the logistical needs throughout the camp week to ensure smooth operation of the camp.
- Communicate with members of NECYSC Committee to coordinate inventory, classroom materials, etc.
- Utilize your leadership, communication, and organizational skills to make sure essential projects and tasks are completed in a timely manner.
- Lead, organize, and coordinate activities. You'll work with Counselors and other CITs to plan and execute evening activities.
- Improve your leadership skills. During camp, you'll have to think on your feet, take charge of tough situations, and work with other staff members. As a role model to both campers and other staff, you'll have several opportunities to improve your leadership skills. You'll also have nightly meetings with the OPS Team and have a chance to give and receive feedback.
- Develop a community and guide your Operations Team CITs. You will get to know your OPS Team CITs, and lead them through operations, organizing, and delegating your CITs to assist in camp needs. Additionally, through teamwork, you'll provide a sense of belonging and unity within the team.
- Form valuable relationships. You will not only interact with campers and other staff members, but you will communicate with teachers, TAs, committee, and many others. During their down time, OPS Team members have the option of temporarily joining camper groups.

Important Reminders

This is a paid position. Acceptance is contingent on a CORI/SORI check. OPs Team Members must stay on campus all week.

120 Volunteer Hours awarded

Please be prepared to schedule an interview in mid-February

Based on your application, we will contact you if we would like to proceed with an interview. If contacted, the interview is **required** to be considered. Interviews will most likely be conducted in-person, with online interviews provided for extenuating circumstances. If there is a conflict with the interview date, please email headcounselors@necysc.org a minimum of two weeks in advance

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APPENDIX 1: SUPPLEMENTAL QUESTIONS

Please apply through this form.

Applicant Information:

Name
Preferred Pronouns
Address
Current School (and year of graduation)
Date of Birth
Telephone (most easily reached)
Personal Email

Please answer the following questions:

1. Why do you want to be the Operations Team Lead?
2. What qualities and relevant leadership experience make you a good fit for this position?
3. The Operations Team Lead is essential in ensuring classes, events, and activities run smoothly while also leading a team ~5 OPs CIT members. As Operations Team Lead, what specific strategies/skills will you use to succeed during the camp week?
4. The Operations Team Lead is often the first point of contact for last minute decisions and must be able to think on their feet. Describe a time when you were faced with a logistical problem, how you overcame it, and what you learned from it.

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APPENDIX 2: SAMPLE OPs SCHEDULE

General Expectations

- Communicate logistics with staff members
- Be active/on your feet throughout the day
- Move the needed supplies and equipment around campus
- Be prepared to work longer hours (~18 per day), BUT they are fun together :)
- Bring the hype!

~ 7 AM - 9:00 AM	Breakfast
8:30 AM - 11:30 AM	Preparation for classes/General logistics
11:35 AM - 1:00 PM	Lunch
~ 1:00 PM - 4:45 PM	Preparation for classes/General logistics
5:30 PM - 6:30 PM	Dinner/evening activity prep
7:00 PM - 9/10 PM	Evening activity! (Carnival, Talent Show, CIT Dress Up, Movie, Dance)
9:30 PM - 10:30 PM	Preparation for Staff Meeting/Downtime
~11 PM	Staff meeting
~12:30/1 AM	Group meetings
~1:00 AM	Counselor Meeting/Planning