



# OPERATIONS ASSISTANT

## CA CORE STAFF POSITION

### POSITION SUMMARY

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Join the Brave Trails Unicorn Crew! As an **Operations Assistant**, you'll support the Associate Director of Strategy in keeping camp running smoothly behind the scenes. Your role will involve assisting with program set-up and break-down, running off-campus errands, organizing spaces, managing walkie-talkies, setting up the sound system, starting campfires, and tackling other tasks as needed. The Assistants Team (lovingly known as the "A Team") plays a vital role in keeping camp running smoothly and efficiently. This position involves a mix of independent work and teamwork, making each day of camp a success.

**This position will be part of our exceptional core seasonal team and candidates must be committed to living and working at our camp location from June 8th - July 22nd, 2026.**

### KEY RESPONSIBILITIES

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#### OPERATIONS ASSISTANT DUTIES

- Develop a productive partnership with the Associate Strategy Director and site liaisons.
- Manage camp safety, including gate operations, set-ups, fires, and allergy communications.
- Maintain and track walkie-talkies and chargers.
- Work with the A-Team to set up and break down camp programs, including managing technology and materials.
- Be on-call for technology and materials troubleshooting.
- Maintain all technology and operations equipment (inventory, storage, repairs, replacements).
- Manage the camp costume closet (laundry, organization) and Lost & Found.
- Oversee daily cabin checks for cleanliness and organization.
- Participate in camp activities, including leading evening programs, special events, and all-camp activities as assigned.
- Must be able to lift up to 50 lbs. and handle the physical and mental demands of a rustic camp environment.

#### TRAINING DUTIES

- Assist directors in training staff on their camp responsibilities.
- Use provided scripts and lesson plans to facilitate 2.5 days of staff training each session.
- Evaluate training effectiveness and suggest modifications if necessary.
- Support and mentor new staff to ensure they understand camp processes.

### JOB REQUIREMENTS + SALARY

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#### SALARY + ROOM & BOARD

- **Salary:** \$2,600 for the full summer, paid bi-monthly via direct deposit.
- **Housing:** Provided onsite for the entire summer, including between sessions.
- **Meals:** 3 meals a day provided during camp sessions and training, plus snacks & coffee.
- **Breaks:** Daily 2-hour breaks, 10-hour mid-session breaks, and 72-hour breaks between sessions.
- Brave Trails does not cover transportation/travel costs, but staff can park their vehicles safely onsite.

#### REPORTS TO

- This staff member will report to the Associate Director of Strategy



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### SKILLS + PERSONALITY

- ★★★★★ Communication
- ★★★★☆ Problem Resolution
- ★★★★☆ LGBTQ+ Terms, Issues, & Culture
- ★★★★★ Grace & Flexibility
- ★★★★★ Team Player
- ★★★★☆ Multi-task
- ★★★★☆ Technology
- ★★★★☆ Self-Starter

### QUALIFICATIONS

- Must be 21+ years old (unless a UJL graduate who has completed their growth year).
- Commitment to full summer: June 8th - July 22nd, 2026.
- Must pass a government background check and reference check.
- Must be in good physical and mental health to work long days.
- Ability to work long days while maintaining a positive attitude
- **Must have a working laptop onsite with them during their duration of work**
- **Must have valid driver's license, a working vehicle, and a clean driving record**

### APPLICATION + INTERVIEW PROCESS

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#### APPLICATION

Interested in making an impact? Apply at [www.bravetrails.org/staff](http://www.bravetrails.org/staff). Brave Trails is an equal opportunity employer committed to diversity and inclusion.

#### INTERVIEW PROCESS

Qualified candidates will be contacted for Zoom/Facetime/Skype interviews with the leadership team.

#### QUESTIONS?

Reach out to Taylor Mu'min at [taylor@bravetrails.org](mailto:taylor@bravetrails.org).