

NECYSC Operations (OPS) Application 2024

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 to 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:

Entering 11th or 12th grade in Fall 2024

Timeline:

January 14th

Application Opens

February 11th

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
 - Payment by Check - \$800
 - CORI Form
 - SORI Form
 - Photo ID

March 23rd-24th (Sat./Sun.)

Interviews (tentative dates + accommodations available)

July 28th (Sun.)

All Staff Training

July 29th - August 3th

Camp Week

Operations Team 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.
- **Utilize your leadership, communication, and organizational skills** to make sure essential projects and tasks are completed in a timely manner.
- **Help 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 within your residential hall group.** You will get to know your hall group with icebreakers and hold nightly hall group meetings.
- **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.

High school applicants are eligible to apply for both the OPs position and the ExplorAsian program but *may only attend one**.

*For those who would like to register for ExplorAsian if not accepted as OPs:

1. Email registration@necytc.org as soon as you know your status. Your program will not be changed automatically unless you notify registration.
2. Send in the tuition check for EA program and CORI/SORI/ID for the parent who will perform POD duty to NECYSC, P. O. Box 615, Weston, MA, 02493.
3. OPs applicants have priority to be accepted to EA program.

Please be prepared to schedule an interview on March 23rd-24th (Tentative Dates)

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

Questions? Contact headcounselors@necytc.org

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.

APPENDIX I: 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. What qualities make you a strong leader and how do you embody these qualities? What makes you qualified for this position?
2. What do you seek to gain from this experience?
3. Why do you want to join the OPS Team?
4. What about this role will challenge you and how will you handle those challenges?
5. If considered, would you accept the position of Head Operations Team member? HOPs includes the additional responsibility of working and communicating directly with the Head Counselor Team & directing/coordinating team responsibilities amongst OPs. (Yes/No)

APPENDIX 2: SAMPLE OPs SCHEDULE

General Expectations

- Communicate logistics with staff members
- Be active/on your feet throughout the day
- Move needed supplies and equipment around campus
- Be prepared to work longer hours (~18 per day), BUT they are fun together :)
- Bring the hype!
- Meet the best friends of your life <3

~ 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	Hall meetings, supervise campers
10:30 PM	Chill time/shower/snack
~11:15 PM	Staff meeting
12:30 PM	Group meetings
1:00 - 1:30 AM	Decoration/planning/prep time
2:00 AM	OPs curfew