



Farm and Garden Camp

Assistant Director Job Description

Farm and Garden Camp seeks to **inspire and equip youth and young adults to enjoy growing, harvesting, and working with food and fiber**, as well as to **contribute to robust, regenerative, and just food systems**. Farm and Garden Camp is a program of The Farm Education Collaborative (TFEC) and is located at the Hampshire College Farm Center. Learn more at <http://farmandgardencamp.org/>.

Summary Description: The assistant director (AD) holds important programmatic and administrative leadership roles. Essential responsibilities include: serving as an instructor for an elementary-age camper group, working with the Core Team to make administrative and programmatic decisions, and jumping into directive leadership in emergencies.

Roles & Responsibilities:

→ **Pre-season (May - June, 2 hours per week)**

- ◆ Meet bi-weekly with the [Core Team](#) to build team rapport and to discuss administrative and programmatic developments/decisions.
- ◆ Support administrative and programming projects as possible.

→ **Summer Season (July 5 - August 27, 40-45 hours per week)**

- ◆ Participate in all of staff training;
- ◆ Serve as Instructor for an elementary-age camper group;
- ◆ Shift into directive leadership role if needed during emergencies;
- ◆ Support implementation of health care and sanitation protocols;
- ◆ Meet with the Core Team periodically throughout the summer outside of the camp day to have deeper check-ins, and once in September to debrief the summer and make recommendations for the following summer.

Preferred Qualifications:

- Experience designing and/or supporting implementation of administrative policies;
- Experience planning and leading experiential activities for youth, preferably in a summer camp and/or agricultural education setting;
- Experience with social justice education and/or community-based work;
- Ability to work both collaboratively and independently;
- Passion, enthusiasm, creativity, flexibility, and patience;
- Excellent communication, organizational, and interpersonal skills;
- Up-to-date certification in standard first aid and CPR by the start of staff training (required).

Dates & Compensation:

- Salaried position of \$6,150
- Staff Training: July 5 - 9, 2021
- Camp Sessions: July 12 - August 27, 2021

To apply: Send a cover letter or video describing your interest in our program, as well as your resume and contact information (name, email, phone number) for three professional references to farmcampdirector@gmail.com. We begin reviewing applications in February and expect to hire in mid-April.

The Farm Education Collaborative is an equal opportunity employer that is committed to creating a diverse and inclusive organization. We believe diversity across race, religion, ethnicity, nation of origin, gender, sexual orientation, and numerous other visible and invisible aspects of identity makes our camp community stronger.