



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**.

We seek teammates who share our belief that **camp is an opportunity** to develop as people and practice the skills needed to **build the communities and world we envision**.

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/>.

Roles & Responsibilities:

→ Pre-season (February through June, 5-7 hours per month)

- ◆ Collaborate with director on thematic and curricular development of the [Jr. CIT program](#) for 6th-9th graders;
- ◆ Manage Facebook and Instagram accounts to build the buzz and expand the camp community;
- ◆ Meet monthly with the [Core Team](#) to build team rapport and discuss administrative and programmatic developments and decisions;
- ◆ Support emergent projects as possible.

→ Summer Season (July & August, 40-45 hours per week)

- ◆ Attend all of and lead certain elements of staff training;
- ◆ Implement and continue to develop the Jr. CIT leadership program;
- ◆ Lead activities for camper groups of all ages when necessary;
- ◆ Serve as a resource and support to staff members for program questions as well as questions regarding camper dynamics and behavior;
- ◆ Support director with parent communication;
- ◆ Assist with other camp activities or administrative duties as needed, including pre-season set-up and post-season clean-up;
- ◆ 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:

- Passion and energy to work with children in a farm and garden setting;
- Experience planning and leading experiential and hands-on activities for children and teens, preferably in a camp and/or food education setting;
- Experience with social justice education or community-based work;

- Facility with social media;
- Ability to work both collaboratively and independently, including self-managing projects and timelines;
- 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 \$7,000
- Staff Training: June 29 - July 2 plus July 5, 2020
- Camp Sessions: July 6 - August 28, 2020

To apply: Send a cover letter describing your interest in our program, your resume, and contact information (name, email, phone number) for three professional references to farmcampdirector@gmail.com. We begin reviewing applications in November and aim to officially hire by January 15, 2020.

The Farm Education Collaborative is an equal opportunity employer that is committed to creating a multicultural 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.