



# Farm and Garden Camp

## Assistant Director Job Description

*The Farm Education Collaborative believes that our community is made stronger through diversity across race, religion, ethnicity, nation of origin, gender, sexual orientation, worldview, and numerous other visible and invisible dimensions of people. Statistics show that women, People of Color, and underrepresented groups apply to jobs only if they meet 100% of the qualifications; we invite you to break that statistic.*

**Farm and Garden Camp seeks to cultivate reciprocal, conscientious, and caring relationships with place and community through growing, harvesting, and working with food and fiber in meaningful and authentic ways.** Farm and Garden Camp is a program of The Farm Education Collaborative (TFEC) and is located at the Hampshire College Farm Center, near to PVTA bus stops. Learn more at <http://farmandgardencamp.org/>.

### Summary Description

The Assistant Director (AD) oversees the garden and animals -- both tending them and supporting staff in implementing programming in those spaces. The AD additionally takes the lead on parent communications during the summer as well as provides support to staff and the director. The AD works closely with and receives mentoring from both the Director and Founding Director.; they are formally supervised by the Director.

### Roles & Responsibilities

*Pre-Season April - June (up to 40 hours total):*

- Attend monthly [Core Team](#) meetings to build team rapport and prepare logistically and programmatically for the summer;
- Work with Core Team on garden planning, Spring planting, and Spring maintenance;
- Work on programmatic and administrative projects as possible/desired.

*Summer Season July 5 - August 26 (up to 45 hours per week):*

- Manage the check-in/out table at drop-off and pick-up;
- Support staff with behavior and medical issues;
- Respond to emergencies when needed;
- Serve as a Health Care Supervisor along with the director and founding director;
- Manage barn, livestock, and garden;
- Lead special activities with animals and in the garden;
- Support staff in implementing programming in the garden and with animals;
- Send weekly parent emails (preparatory and follow up);
- Communicate with parents about behavior and medical needs as needed;
- Print weekly camper lists;
- Manage photos and social media.

*September/October (3 hours total):*

- Attend Core Team retreat to debrief and make suggestions for the following summer.

**Qualifications**

- Significant experience leading and teaching in summer camp, after school, and/or informal outdoor/agricultural programs;
- Significant experience farming, gardening, and working with livestock;
- Knowledge about animal and plant health;
- Ability to take initiative;
- Ability to identify when to ask for help and/or seek out context/information before making a decision;
- Excellent communication and interpersonal skills with campers, staff, and parents;
- Excellent organizational and time management skills;
- Ability to work both independently and collaboratively;
- Up-to-date certification in standard first aid and CPR by the start of staff training.

**Compensation**

This position is salaried at \$7,000 - \$7,500, depending on experience.

**To apply...**

Send a cover letter or video describing your interest in the position, as well as your resume and contact information (name, email, phone number) for three professional references to [farmcampdirector@gmail.com](mailto:farmcampdirector@gmail.com).