



Farm and Garden Camp

Camp 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://www.farmandgardencamp.org/vision--values.html>.

Summary Description

The Camp Director oversees and coordinates all things pertaining to programming, policies, and personnel. They hire, supervise, and mentor staff; manage parent communications; oversee program implementation and evaluation; and coordinate policy development, compliance with state and town regulations, and health inspections. The Camp Director can expect to work approximately 5-15 hours per week during October through June (lower end in the Fall/Winter and higher end in the Spring) and 45-50 hour weeks during July and August, for a total of approximately 825 hours annually. This is a salaried position.

Roles & Responsibilities

- Attend monthly [Core Team](#) meetings to build rapport, determine administrative and structural changes to the staff and program, and prepare logistically and programmatically for the summer;
- Hire, train, mentor, supervise, and evaluate staff of approximately 12 people, including teenagers, college students, and young adults;
- Oversee the Teen Leadership Program and serve as a primary support to Jr. CIT and CIT Instructors;
- Expand community partnerships as possible and appropriate;
- Communicate with parents pre-season and during the summer season about camper forms, behavior, and medical issues;
- Revise and develop policies in congruence with state, town, and Hampshire College regulations;
- Develop and maintain a strong social media presence;
- Attend Core Team retreat to debrief and make recommendations for the following summer.

Required Qualifications

- Significant experience leading and teaching in summer camp, after school, and/or informal outdoor/agricultural programs;
- A strong record of hiring, training, and supervising successful teams;
- Applied understanding of neurodiversity and/or trauma-informed program management;
- Ability to take initiative and function effectively with a high degree of autonomy;
- Enthusiasm for working collaboratively;
- Excellent communication and interpersonal skills with people of all ages;
- Excellent organizational and time management skills;
- Up-to-date certification in standard first aid and CPR by the start of staff training.

Compensation

This position is salaried at \$20,000-\$22,000 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 Founding Director Hope Guardenier at farmeducationcollaborative@gmail.com.