



### About Our Organization

Wolfe's Neck Center for Agriculture & the Environment is on a mission to transform our relationship with farming and food for a healthier planet. We are a nonprofit education and research center situated on 626 acres of farmland, forest, and coast in Freeport, Maine. Our campus consists of an organic dairy program, livestock barns, diversified fruit and vegetable production, an oceanfront campground, and miles of wooded hiking trails. As a working farm located within a unique mix of ecosystems, we offer a remarkable and inspiring place for visitors of all ages to learn and play. Our year-round programs include farmer training, field trips, workshops, weekend events, and more.

### Farm Camp

Farm Camp is a summer day camp program for children ages 4-15. Campers engage in hands-on learning about sustainable agriculture and the environment while taking care of livestock, tending our gardens, and exploring nearby ecosystems. Each year, we host hundreds of campers from the local community and out of state. The Farm Camp season runs from June 10 - August 23, 2019. This includes one week of staff training (June 10 - 14) and ten weeks of camp (June 17 - August 23). As this is a day camp program, each week runs Monday through Friday.

### Role & Responsibilities

Farm Camp is a dynamic workplace, and we're looking for a two Administrative & Support Staff to work behind the scenes to make the magic of camp happen! Administrative & Support Staff take primary responsibility for helping with the basic "need-to-do" tasks that keep camp running smoothly, especially supporting our counselors and educators. Administrative & Support Staff take care of daily logistical details, contribute to ongoing office projects, help lead camper groups when something unexpected arises, and take initiative when something needs to be done. Daily tasks may include things like: setting up tie dye materials, supervising campers during lunch, taking out the trash, refilling water coolers, and maintaining cleanliness in common spaces. Weekly tasks may include: supporting Monday morning registration, monitoring our T-Shirt inventory, organizing activity materials, and helping to lead a large group activity. Administrative & Support Staff perform tasks that are crucial to successful camp operations as assigned by our leadership team, including the Education Programs Manager (Camp Director) and Assistant Camp Director.

### Qualifications

We're looking for someone who can jump into the adventure and fun of Farm Camp, while also working diligently to complete essential tasks. Our ideal candidate gets started on their regular responsibilities without prompting, recognizes where help is needed, and takes initiative. Our ideal candidate is consistent and reliable, while also being flexible to spur-of-the-moment changes. We're looking for someone who can adapt to the needs of camp and comfortably think on their feet to respond to changing weather conditions and various group dynamics. Furthermore, our Administrative & Support Staff are expected to communicate clearly and engage with all staff, volunteers, campers, parents, and guardians in a friendly, helpful, and positive manner. Qualifications for this position include:

- Experience working with children or youth, especially in an experiential or outdoor setting
- Experience with and/or knowledge of sustainable agriculture, farming, gardening, livestock, or food systems
- Ability to work independently and follow through on various tasks and projects
- Ability to work outside in a variety of environments and weather (including heat, humidity, and rain)
- Strong communication skills and ability to ask for clarification or help as needed
- Current First Aid & CPR certification required (or willingness to obtain before start date)

## **Terms of Employment**

This is a part-time, seasonal position, though a full-time arrangement may also be considered for the right candidate. Documentation establishing your right to work in the United States is required along with the completion of a successful background check. Compensation includes: hourly wage (paid biweekly); free rentals for bikes, kayaks, and canoes; discounted oceanfront camping (based on availability); 25% discount on farm products (including meat, eggs, and seasonal produce); 25% discount in the Farm Café and Farm Store.

## **To Apply**

Please submit an [Online Application](#) along with your cover letter and resume. For more details about our Farm Camp programs, please visit our [website](#). If you have any questions about the application process, please contact Maranda Chung, Education Programs Manager: [mchung@wolfesneck.org](mailto:mchung@wolfesneck.org). Applications will be reviewed on a rolling basis until we fill the position.

Wolfe's Neck Center for Agriculture & the Environment does not discriminate on the basis of any protected category. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.