



## Administrative Assistant

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### 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 an Administrative Assistant to work behind the scenes to make the magic of camp happen! This position is responsible for coordinating camper registrations, program add-ons, waitlists, cancellations, and refunds through our online registration system. This position creates weekly camper groups and regularly communicates with campers' families via email and phone. The Administrative Assistant also helps out with the basic "need-to-do" tasks that keep camp running smoothly, taking care of daily logistical details, supporting office operations, and leading camper groups when something unexpected arises. Daily tasks may include: responding to email inquiries, greeting public visitors, supervising campers during lunch, monitoring the weather, and maintaining cleanliness in common spaces. Weekly tasks may include: supporting Monday morning registration, creating camper sign-in sheets, purchasing and organizing activity materials, and taking inventory of first aid supplies. Our Administrative Assistant completes 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, the Administrative Assistant is 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)
- Excellent communication and interpersonal skills
- Proficiency with Microsoft Office
- Current First Aid & CPR certification required (or willingness to obtain before start date)
- Valid driver's license. Must be 21 or older in order to operate farm vehicles, including tractor

## **Terms of Employment**

This is a full-time, seasonal position, though a part-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. Must have a valid driver's license and clean driving record. Must be 21 or older in order to operate farm vehicles, including tractor. Compensation includes: hourly wage (paid biweekly); potential for on-site housing; 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.