



WOLFE'S NECK FOR AGRICULTURE & THE ENVIRONMENT CENTER

EDUCATION PROGRAMS

ADMINISTRATIVE ASSISTANT

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wolfesneck.org

About Our Organization

Wolfe's Neck Center for Agriculture & the Environment seeks 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, historic buildings 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.

Farm Camp and Visitor Programs

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 10-week Farm Camp season runs annually from mid-June to late August. This includes one week of staff training and ten weeks of camp starting in late June and running through the end of August. As this is a day camp program, each week runs Monday through Friday.

In addition to our summer Farm Camp, WNC also offers a variety of programs for our visitors and community throughout the year. This includes vacation camps during February and April school breaks, a Farm School program each spring, and numerous programs and workshops throughout the year to connect our visitors to the mission of Wolfe's Neck Center.

Role & Responsibilities

We are looking for an individual to work as year-round administrative support for all of our education programming. In the world of Farm Camp, 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, data entry, and taking an inventory of first aid supplies. Our Administrative Assistant completes tasks that are crucial to successful camp operations as assigned by our education team, including the Farm Camps Manager and the Assistant Camp Director.

This position will also help support our February and April vacation camps, scholarship program, Farm School, and weekly visitor programs.



Qualifications

We're looking for someone who can jump into the adventure and fun of farm-based education by supporting and all of our visitor and education programming by connecting to the mission of our organization. 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 each day and comfortably think on their feet to respond to changing weather conditions and various group dynamics. Furthermore, this person will be 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 a summer camp 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 detail-oriented 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 suite
- 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

To Apply

The Education Programs Administrative Assistant is a year-round position. As a year-round employee this position is eligible for benefits offered by Wolfe's Neck Center for Agriculture & the Environment including health insurance, dental insurance, paid vacation and holidays, and our retirement savings plan.

Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity Laws does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.

To Apply

Please submit your resume and a cover letter highlighting how your background and skills make you a good fit for this position. Email your materials to jobs@wolfesneck.org with Education Programs Assistant in the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. This position will be posted until it is filled but application materials received by Dec 10th will be given preference. No Phone calls please. Position posted 11/8/19.