



## Assistant Camp Director

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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 15 - August 21, 2020. This includes one week of staff training (June 8 - 12) and ten weeks of camp (June 15 - August 21). As this is a day camp program, each week runs Monday through Friday.

### Role & Responsibilities

The Assistant Camp Director (ACD) position provides leadership and guidance to our Farm Camp program. This position will report directly to the Education Programs Manager, who serves as Camp Director. The ACD position will work closely with the Education Programs Manager to fulfill the following duties:

#### Staff Coaching & Support

- Help coordinate and facilitate staff training and weekly staff meetings
- Provide feedback, coaching, and guidance to all camp staff (including curricular support, behavior management techniques, strategies to improve group dynamics, etc.)
- Cultivate a positive workplace culture by planning opportunities for staff appreciation and community-building
- Model respect, professionalism, and effective communication in all interactions

#### Program Operations & Logistics

- Lead camp-wide activities and announcements (and ensure the active involvement of all staff and campers)
- Support curriculum development, lesson planning, activity set-up and implementation
- Purchase, organize, and manage program materials in accordance with camp budget
- Support camp record keeping, office operations, and other administrative tasks as needed
- Assume leadership when the Camp Director is off-site or occupied with other directorial duties
- Provide excellent customer service and maintain positive relationships with campers' families

#### Oversight of Health & Safety

- Communicate and enforce safety policies and expectations; Ensure that campers and staff follow safety procedures in all program areas
- Work to prevent and proactively address health and safety concerns; Identify potential hazards and communicate with the Camp Director, farm staff, and/or maintenance staff as needed to maintain camp facilities and equipment
- Ensure all aspects of programming comply with Maine state regulations and best practices
- Implement Risk Management Plan including periodic safety drills and emergency response procedures
- Administer minor first aid treatment and respond to medical, emotional, and behavioral situations that arise

## Qualifications

This is a dynamic and collaborative position that requires compassion, enthusiasm, organization, and a keen eye towards safety on our working farm. Our ideal candidate brings a unique blend of over-the-top excitement for Farm Camp activities balanced with the ability to be calm and supportive – whether for a camper who may be feeling ill or a staff member who may be feeling overwhelmed. The ACD must be diligently mindful of farm operations, including working around electric fences, farm equipment, and large livestock. Specifically, we're looking for someone who has the following skills and qualifications:

- Experience working with children or youth, especially in an experiential or outdoor setting
- Experience working in an administrative capacity, especially supervising, coaching, or mentoring staff
- Experience with and/or knowledge of sustainable agriculture, farming, gardening, livestock, or food systems
- Ability to work outside in a variety of environments and weather (including heat, humidity, and rain)
- Ability to manage risk and exercise judgment in a position of responsibility
- Ability to prioritize and problem-solve in a fast-paced work environment
- Ability to motivate and mentor youth and staff with professionalism, positivity, and enthusiasm
- Excellent communication and interpersonal skills
- Excellent organizational skills and attention to detail
- Current First Aid & CPR certification required (or willingness to obtain before start date). Current WFA, WFR, and/or Lifeguard certification strongly preferred
- 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. Typical working hours are Monday through Friday, from 8am – 4:30pm, though occasional weekend and evening hours may be required. 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 Joe Grady, Senior Director of Programs: [jgrady@wolfesneck.org](mailto:jgrady@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.