



# WOLFE'S NECK CENTER FOR AGRICULTURE & THE ENVIRONMENT

## Farm Camp 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.

### Farm Camp

Farm Camp is a summer day camp program for children ages 4-16. 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 20 - August 26, 2022.

### Role & Responsibilities

The Administrative Assistant will work behind the scenes to make the magic of camp happen. Responsibilities include:

- Manage camper registrations, program add-ons, waitlists, cancellations, and refunds
- Create weekly camper group lists and staff notes including camper health notes & authorizations
- Communicate with camper families via email to share upcoming 'welcome' letters
- Manage all incoming emails and telephone calls
- Greet public visitors & direct them on where to go
- Support staff with lunch coverage by supervising campers

### Qualifications

- Have at least two seasons of prior summer camp experience, or equivalent
- Have at least two years of customer service experience, or equivalent
- Experience working with CampDoc or other camp registration system, or equivalent experience
- Proficiency with Microsoft Office
- Valid driver's license in order to operate farm vehicles, including tractor

### Terms of Employment

This is a full-time, seasonal position, running from May 2 – September 2. A commitment to the entire camp & training season is required. Typical working hours are Monday through Friday 8am – 4:30pm, with some evening or weekend hours possible.

Documentation establishing your right to work in the United States is required along with the completion of a successful background check. Compensation includes: \$18.50 p/hour, to be paid on a bi-weekly basis; potential for low-cost on-site housing; free rentals for bikes, kayaks, and canoes (dependent on availability); discounted oceanfront camping (dependent on availability); 25% discount in the Farm Café and Farm Store.

### To Apply

For more details about our Farm Camp programs, please visit our [website](http://www.wolfesneck.org). Please submit an [Online Application](#) along with your cover letter and resume. If you have questions about the application process, please contact Molly Cooper, Farm Camp Manager: [mcyr@wolfesneck.org](mailto:mcyr@wolfesneck.org). Applications will be reviewed on a rolling basis until we fill positions.

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.