

A Bit About Us

Wolfe's Neck Farm is a farm-based educational nonprofit dedicated to promoting sustainable agriculture, food systems education, and outdoor recreation. As a working farm within a unique mix of ecosystems, we offer a remarkable and inspiring place for visitors of all ages to learn and play.

School Programs & Campground Programming

Wolfe's Neck Farm's educational programs connect youth to agriculture and outdoor environments through our school programs and an annual 10 week Farm Camp. Our educational programs utilize our 626 acres filled with barns, pastures, gardens, and forests to explore. With our agricultural base and various ecosystems, we provide unique learning opportunities for students and campers alike. From doing farm chores to digging in our gardens and dissecting vegetables, you can find youth engaged in a variety of hands-on activities.

In addition to our RAD educational farm we are host to an award-winning campground. Thousands of folks seek out our campground annually as a destination, and as part of their family's traditions. This year we hope to extend our educational offerings to campground visitors and families through new, exciting farm-based educational programs.

Lead Educator & Campground Programs Coordinator Position

The Lead Educator & Campground Programs Coordinator (CPC) position works to bridge a range of our program offerings from March to November. The Lead Educator/CPC will have a dynamic role at Wolfe's Neck Farm. This position will focus on supporting our established School Programs both in the spring and fall, as well as provide new experiences and programming for campground visitors through weekend programming and our newly-developed evening programming. As such, the applicant must be willing to accommodate flexible programming hours both on weekends and evenings. The Lead Educator/CPC will collaborate with both the education department and the campground to ensure best practices throughout all programming.

Responsibilities (these may vary based on program goals and objectives)

The Lead Educator/CPC will work with the Youth & Family Programs Manager and Campground Programs Manager to effectively carry out the following responsibilities:

Staff Management

- Coordination and implementation of staff training, including weekend educators
- Lead staff meetings
- Feedback to staff
- Clearly communicate with staff verbally and in writing

Program Delivery

- Coordinate scheduling of staff, camp groups, and activities
- Set up and tear down programming materials
- Manage on-the-ground daily logistics and offer real-time solutions
- Adeptly represent Wolfe's Neck Farm and our programming

Oversight of Health and Safety

- Communicate, reinforce, and enforce safety guidelines and expectations
- Ensure all aspects of programming comply with state regulations and guidelines as well as best practices
- Implement Weekend Educator Handbook and its guidelines
- Work to prevent and proactively address health and safety concerns

- Manage minor first aid as well as medical, emotional, and behavioral situations that arise

Logistical Coordination

- Coordinate scheduling of staff, camp groups, and activities
- Develop programs and pilot new programming
- Have an intimate knowledge of FareHarbor software and share this knowledge with staff
- Oversee weekend coordination
- Assist Marketing to acquire materials for outreach
- Coordinate logistics of school programs (supplies, rotation of groups) and help greet schools and teachers

What We're Looking for From You

Our ideal candidate is innovative and detail-oriented, flexible yet able to maintain a composed programmatic structure. We are looking for a candidate who can comfortably move between our established educational programs while helping to develop and carry out new programming for our campground. While the Lead Educator/CPC will work with a team to develop programs, monitor successes, and manage project logistics, s/he must also feel confident independently managing projects, giving clear directives to staff and participants, and have some working knowledge of tech-based payment systems.

Qualifications

There are always new adventures to be had at Wolfe's Neck Farm. Our Lead Educator/CPC must be diligently mindful of farm operations, including working around electric fences, farm equipment, and large livestock. In addition, the CPC must possess an attention to detail and safety as well as the ability to effectively communicate expectations to youth, teachers, staff, families, and visitors.

We're also looking for someone who has these kinds of qualifications and characteristics:

- Degree, some higher education, and/or experience in environmental education, experiential education, childhood education/development, or a related field.
- Enjoys working with youth and has a passion for cultivating dynamic and engaging group experiences.
- Experience with and/or knowledge about agriculture, food systems, or related fields is a plus. Must be excited to learn more!
- Desire to be outside in a variety of weather and environments, interact with livestock, and work in our gardens (and cultivate this enthusiasm with your group).
- Current CPR or higher, or the ability to successfully gain this certification prior to the start of the position.

To Apply

Please submit our online [Seasonal Employment Application](#) along with your resume and a cover letter explaining why you'd be a fantastic Lead Educator & Campground Programs Coordinator. Our [Seasonal Employment Application](#) can be found on our [website](#). If you can't upload your cover letter and resume with the [Seasonal Employment Application](#), email them to Kari Jenkins, our Youth and Family Programs Manager, at education@wolfesneckfarm.org. Applications will be reviewed on a rolling basis until we fill the position.