



F A R M & W I L D E R N E S S

Position Description: Indian Brook Camp Director

Final 6.29.2010

Year-Round, Full-Time, At-will employee

Salary Category: Salary, standard benefits

Supervisor/Reports to: Program Director

Direct Reports: Indian Brook Seasonal Staff

Organization Summary:

Farm and Wilderness Foundation (F&W) is a 501(c)3 non-profit organization located in Plymouth, Vermont. Rich in adventure, community, history, and spirit, Farm and Wilderness consists of six summer camps for children and adolescents, a family camp, and year-round educational programs. While each camp provides unique programs based on age and interests, all are rooted in the Quaker understanding of respect for ourselves, each other and the natural world.

Camp Summary:

Indian Brook is a camp for girls ages 9 to 14. Girls are in motion at Indian Brook - learning, laughing, digging, hammering, painting, building, climbing, talking, hiking, paddling, and swimming. In these activities and more, nurtured by a supportive and compassionate staff, each girl is encouraged to develop self-confidence, new skills and an abiding joy. At Indian Brook, each girl's individual strengths, skills and interests are noticed and encouraged. She finds close companionship among her cabin mates and loving support from her cabin counselors.

Position Summary:

The Indian Brook Camp Director has the primary responsibility of effectively managing a summer camp program for approximately 130 female campers per session, and 65 female staff. This position is the primary representative to all constituency groups (parents, campers, staff, alumni, F&W management, and the Board of Trustees) in regard to all aspects of the Indian Brook camp program. The Director's primary responsibility is to strive for full enrollment at Indian Brook. The Director is responsible for all aspects of staff management, camper/parent relations, program development/management, camp risk management, ACA accreditation, budget oversight and adherence to the F&W mission. This is a year round, exempt, salaried position. The Indian Brook Director is required to live on-site and work 6 days per week during camp season (mid-June to late August), work event weekends, and travel in the off season. Position work location is Plymouth, VT.

Responsibilities:

Staffing:

- Recruit, interview and hire seasonal staff for Indian Brook
- Train and prepare staff for camp responsibilities
- Ensure that staff are effectively supervised and evaluated each summer
- Maintain F&W personnel policies and practices
- Coordinate completion of seasonal staff paperwork

Camper and Parent Communication/Recruitment:

- Work to achieve full enrollment through outreach, marketing and maintaining solid program.
- Year-round outreach to families and campers via electronic updates, interim articles, and phone calls.
- Send weekly email updates to parents while camp is in session and maintain camp blog in off-season.
- Respond in a timely manner to all parent phone calls or emails during the camp season (in 24hrs or less) and in the off season.
- Ensure that the Lightning Bug, and camper letters are produced and mailed no later than two weeks after the end of camp.
- Participate in the overall F&W recruitment and communication strategies as requested by the Program Director or Executive Director.

Camp Program Management:

- Develop goals, objectives and outcomes for Indian Brook Program, within the context of the greater F&W mission.
- Work with the Program Director to create and implement assessment tools to regularly evaluate program outcomes.
- Implement the necessary training and program structure to effectively meet identified goals.
- Participate as a member of the Program Team of F&W, attend required meetings, and actively collaborate with other camp directors.
- Work to ensure that Indian Brook implements anti-racism education for both staff and campers, and participates in the overall organizational anti-racism mission of F&W.
- Maintain a program that fosters the positive physical, emotional, and spiritual health of all campers and staff.
- Maintain all of the American Camp Association standards and manage the accreditation process for your camp.
- Effectively manage the opening and closing of camp by working with Resource and SYP directors.
- Coordinate and help facilitate Skills Week with Program director, camp directors and workshop leaders.
- Work with Tripping Coordinators, Camp Directors, and Rocks and Ropes coordinator to ensure F&W trips have the necessary gear, technical support, transportation and staffing required.

Risk Management

- Ensure staff are effectively trained in the Emergency Action Plan, emergency response systems for the camp, and trip evacuations.
- Act in conjunction with emergency response team in the event of a life threatening emergency or crisis.
- Monitor all programs for risk, and ensure that all safety protocols and procedures are being implemented by camp staff.
- Ensure all qualified staff are approved to drive and have received the necessary training to drive vans and/or canoe trailers. Work with Head Driver to coordinate vehicles and training.
- Ensure that all staff have the required certifications to work in their positions.
- Keep Program Director and Executive Director informed of any incidents or potential risk situations
- Maintain excellent communication with nurse during the camp season, and stay aware of any incidents, health concerns, and health care system changes (ie. Medical Driver, Nurse Coordinator).

Physical Plant Management

- Ensure the care and cleanliness of the Indian Brook physical plant while camp is in session.
- Work with Resource staff to prioritize maintenance projects, identify potential hazards and the needs of the camp physical plant.
- Ensure work projects staff work collaboratively with Resource on summer projects.

General F&W Director Responsibilities:

- Submit Director's report and performance evaluation each September.
- Participate as School Year Program faculty during the school year, as appropriate.
- Actively participate in the annual weekend events, such as Harvest Weekend, Ice Cutting and Spring Planting Weekend.
- Participate in F&W recruitment and marketing activities for all camps; including availability for travel.
- Assist Program Director and Executive Director with tasks as assigned.

Qualifications:

- Bachelor's Degree or the equivalent
- 5 or more years professional experience in experiential, outdoor, adventure education and/or classroom setting
- Extensive managerial experience, including being responsible for the supervision of 5 or more direct reports
- Experience with and commitment to youth development and progressive social change
- Experience working in a diverse work place

- Previous experience working in an office/administrative setting, including excellent organizational skills, computer skills and ability to operate standard office equipment
- Background or experience in Outdoor Education or Adventure Education (Outward Bound, NOLS, a college degree program)
- Strong Attention to detail
- Ability to trouble-shoot in both outdoor education and office settings
- Strong interpersonal communication skills and ability to work well in teams
- Demonstrated ability to prioritize work tasks, manage multiple projects and meet deadlines
- Professional character that is consistent, capable, self-directed, well organized, flexible, personable, and is able to maintain composure in a changing environment
- Respectful, clear, and patient interpersonal communication skill set that allows for collaborative work cross-departmentally
- Aspiration to develop a keen awareness of and respect for the values of F&W and its constituents

Essential Function:

- Must be able to assist staff or campers in emergency (fire, injury, etc.)
- Must be able to maintain visual supervision of staff or campers while on duty
- Must be able to hear staff or campers and differentiate casual conversation from calls for assistance
- Must be able to negotiate the terrain at camp, including climbing the steep hills and staircases
- Must be able to focus on a single task for at least 20 minutes
- Must be able to communicate (both written and verbal) clearly and effectively with staff, campers, and other constituents
- Must be able to crouch and lift up to fifty pounds, and carry it for up to one mile

Equal Opportunity Policy

Farm & Wilderness is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied an employment opportunity for which the employee or applicant is qualified because of race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, veteran status, disability, or other protected category. F&W is committed to non-discrimination in its employment.

To Apply:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity (both in MS Word format) to Courtney Porter at HR@farmandwilderness.org, subject line "IB Director." Applications will be reviewed on a rolling basis.