

Camp Director - Job Description

COMPENSATION:

Duration of the position is 10 weeks plus one week of training. There are 3 overnight sessions that run from Sunday through Thursday and 6 weeks of day camps. There may be a few additional days to meet the requirements for American Camp Association Camp Director Training. Continued employment in the fall may be available.

JOB SUMMARY: The Camp Director facilitates operation and program delivery for overnight camps. The Camp Director shares supervision of the summer team of counselors with the Program Director and sets up and supports daily activities and camper behavior management. The Camp Director is responsible for distribution of camper medications when a nurse is not present, administering first aid or seeking advanced care, daily check in w/ visiting nurse and record keeping. If a need arises such as camper illness/ injury or informing parents of behavior issues the Camp Director exhibits effective communication skills with parents and maintains appropriate documentation. The Camp Director takes the lead on morning livestock chores as well as orienting campers to daily tasks.

Angelic Organics Learning Center and Farm serves as our outdoor classroom, including vegetable fields, cover crop fields, pasture, livestock, wild spaces, and orchard. Our programs are experiential, and strive to engage mind, body and heart in the life of the farm. We seek to honor the knowledge and experience of all of our program participants, and to encourage personal reflection and positive actions. Most programs include a whole farm tour, which is an experiential introduction to the farm emphasizing how soils, animals, plants and people interact on an organic farm. Summer camp programs may incorporate work projects, team building, arts and crafts, nutrition and cooking, food systems literacy, and workshops on organic gardening, sustainable agriculture, or livestock care.

Angelic Organics Learning Center helps urban and rural people build local food systems. The Learning Center offers opportunities to grow healthy food and a better quality of life, connect with farmers and the land, and learn agricultural and leadership skills. For more information, please visit www.learngrowconnect.org.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

Co- Supervision of the summer camp team of On Farm Educators and Counselors.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily :

- Leading camper orientation, daily announcements, evening campfire program, behavioral counseling and planning for campers according to camp policies and in general setting the tone for the camp week.
- Working cooperatively with a team of Summer On Farm Educators and Counselors to prepare, implement and reflect on programs. Orienting On-Farm Educators and Counselors to daily work projects and farm conditions; troubleshooting logistical issues that arise on the day of the program (weather conditions equipment malfunction etc)
- Attending to the safety of participants which includes implementation of severe weather policies and the care and respect of farm animals, plants, and the land.
- Assisting with preparation and clean-up of materials, tools, program spaces as needed
- Distribution of camper medication and first aid as needed.
- Shared Supervision of Summer Farm Educator/ Counselors team.

Weekly

- Shared responsibility of fielding inquiries from parents/guardians and assessing camper needs, program modifications based on information.
- Scheduling activities, free play, farm work projects, farm chores and camp games
- Developing and distributing program schedules and set-up lists.
- Collaborating with a team to manage departmental supplies and equipment acquisition, organization and care.
- Coordinating work projects, use of space and facilities preparations with Program Director
- Overseeing camper health and safety responsibilities, coordinating w/ camp nurse on camper health and wellness, filing student behavior plans, enacting emergency procedures (such as practicing a fire drill, proper handling of camper / medical records and resupplying the Wellness Center).

SECONDARY JOB FUNCTIONS include the following. Other Duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job function.

As Needed: (Highly variable in percentage and regularity)

- Facilitation of farm tours and activities for special events, fundraisers and open houses.
- Work with youth assistants and volunteers, who help with programs.
- Attend training as needed for Camp Director, food service and CPR/ First Aid.
- Read and respond to general organizational emails.

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- Working knowledge and experience within the following areas: Biodynamic and/or organic farming practices, livestock care, farm ecology, organic and conventional food systems, nutrition, and other skills for sustainability.

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- Bachelor's Degree in Education, Agriculture, Recreation or related studies or 2-4 years experience in a related position.

LICENSING/CERTIFICATION REQUIRED

- Valid CPR/ First Aid Certificate
- Hold a State of Illinois Food Service Sanitation Manager.
- Must maintain a current driver's license
- Mandated Reporter Training for the State of Illinois

Note: If the applicant is successful and does not hold a valid CPR/ First Aid certificate, Safe Serv Food Service Handler or Mandated Reporter Training opportunities to complete training online will be provided with the expectation of all such training completed by the start of camps.

SPECIAL TRAINING REQUIRED

If not holding a certification in Safe Serv Food Service Handler, Food Service Sanitation Manager, CPR/ First Aid, training will be required

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- Facilitate experiential education in cross- cultural environments, and with multiple age groups.
- Attend to safety of participants, and the care and respect of farm animals, plants, and the land.
- Strong written and oral communication skills.

LANGUAGE ABILITY:

- Highly organized with good communications skills
- Bi-lingual candidates (English & Spanish) are encouraged.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply knowledge on CPR/First Aid procedures and Emergency Plan to maintain a safe environment for staff and visitors

MATH ABILITY:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS:

- Have basic computer skills for communicating by e-mail and use of Word and Excel.

EQUIPMENT SKILLS:

- Basic Knowledge of safe use of hand tools used for gardening, arts and crafts, simple building and land restoration.
- Experience driving a truck pulling a trailer or hay wagon desired.

BEHAVIORAL CHARACTERISTICS:

- Self-motivated learner.
- Adaptability, creativity, and independence.
- Attend to the safety of participants, and the care and respect of farm animals, plants and the land.
- Able to be flexible and hold standards.
- Willing to be hands-on and get dirty, uncomfortable, and/or silly.

PHYSICAL ABILITIES commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be physically able to participate in and lead farm work projects, and to work outdoors in all weather.
- Specific vision abilities required by this job include:
 - Able to see computer screen
 - Able to engage in in-person conversations
 - Able to drive a vehicle
 - Able to see in a group setting, including seeing presentations
- While performing the duties of this job, the employee is regularly required to use force or lift up to 5-10 pounds; occasionally up to 25-50 pounds in farm setting or moving equipment

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Have a flexible schedule, including weekends and periodic overnights.
- Regularly subjected to: Office environment
- Regularly subjected to: Farm or garden with outdoor conditions (mud, soil, manure, sweat); need to positively lead activities with others outside no matter what the weather.
- Regular noise level in the work environment is:
- Office environment with periodic use of office machines (copier, printer)
- Open office space with up to 10 other staff (background phone and in-person conversations)
- Multiple conversations, singing, laughing etc. typical of a camp setting.

Summer Camp Counselor - Job Description

COMPENSATION: Duration of the position is 10 weeks including one week of training.

JOB SUMMARY: Counselors deliver various aspects of farm stay programming with overnight summer campers (ages 8-15), including providing overnight supervision, facilitating animal chores, meals, and nurturing positive group dynamics to create a healthy group living environment. Counselors may also facilitate educational programs at the Learning Center with a focus on organic farming, farm to table cooking and environmental education as assigned.

Angelic Organics farm serves as our outdoor classroom, including vegetable fields, cover crop fields, pasture, livestock, wild spaces, and orchard. Our programs are experiential, and strive to engage mind, body and heart in the life of the farm. We seek to honor the knowledge and experience of all of our program participants, and to encourage personal reflection and positive actions.

The Learning Center offers opportunities to grow healthy food and a better quality of life, connect with farmers and the land, and learn agricultural and leadership skills. For more information, please visit www.learnrowconnect.org.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

This position does not have supervisory responsibilities

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Summer Camp On Farm Program Facilitation of farm activities such as chores, work projects, games, campfire programs, arts and crafts, nature hikes and outdoor living skills.
- Summer Camp On Farm relationship building with campers and staff to provide a welcoming environment where youth are encouraged and nurtured to realize personal growth.
- Assist in preparation, set -up and clean up of materials, tools, program spaces, bathrooms and grounds
- Assist in program development as the need arises or connects with specialty areas.
- Coordination of work projects with Angelic Organics Farm and Angelic Organics Learning Center.
- Informing Camp Director, Program Director or Program Manager of the need for supplies or repairs of equipment and/or facility.

SECONDARY JOB FUNCTIONS include the following. Other Duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job function.

As Needed:(Highly variable in percentage and regularity)

- Work with youth assistants and volunteers, who help with programs.
- Attend training as needed for new programs or completion of required certifications.
- Contribute to the internal nurture of the Learning Center.
- Read and respond to general organizational emails.

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

Working knowledge and experience within the following areas: Biodynamic and/or organic farming practices, livestock care, farm ecology, organic and conventional food systems, nutrition, cooking with whole foods, and youth development/ team building.

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

LICENSING/CERTIFICATION/ TRAINING REQUIRED

- Valid CPR/ First Aid Certificate
- Safe Serv Food Service Handler
- Mandated Reporter Training for the State of Illinois
- Must maintain a current driver's license

Note: If the applicant is successful and does not hold a valid CPR/ First Aid certificate, Safe Serv Food Service Handler or Mandated Reporter Training opportunities to complete training online will be provided with the expectation of all such training completed by the start of camps.

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- Facilitate experiential education in cross- cultural environments,and with multiple age groups.
- Attend to safety of participants, and the care and respect of farm animals, plants, and the land.
- Strong written and oral communication skills.

LANGUAGE ABILITY:

- Highly organized with good communications skills
- Bi-lingual candidates (English & Spanish) are encouraged.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply knowledge on CPR/First Aid procedures and Emergency Plan to maintain a safe environment for staff and visitors

EQUIPMENT SKILLS:

Basic Knowledge of safe use of hand tools used for gardening, arts and crafts, simple building and land restoration.

BEHAVIORAL CHARACTERISTICS:

- Self-motivated learner.
- Adaptability, creativity, and independence.
- Attend to safety of participants, and the care and respect of farm animals, plants, and the land.
- Able to be flexible and hold standards.
- Willing to be hands-on and get dirty, uncomfortable, and/or silly.

PHYSICAL ABILITIES commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be physically able to participate in and lead farm work projects, and to work outdoors in all weather.

- Specific vision abilities required by this job include:
 - o Able to see computer screen
 - o Able to engage in in-person conversations
 - o Able to drive a vehicle
 - o Able to see in a group setting, including seeing presentations

-While performing the duties of this job, the employee is regularly required to use force or lift up to 5-10 pounds; occasional up to 25-50 pounds in farm setting or moving equipment

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

-Have a flexible schedule, including weekends and periodic overnights.

-Regularly subjected to: Office environment

-Regularly subjected to: Farm or garden with outdoor conditions (mud, soil, manure, sweat); need to positively lead activities with others outside no matter what the weather.

Regular noise level in the work environment is:

-Office environment with periodic use of office machines (copier, printer)

-Open office space with up to 10 other staff (background phone and in-person conversations)

- Regular noise level in the work environment is:
- Kitchen environment with periodic use of machines (blender, dishwasher)
- Open office space with up to 6 other staff (background phone and in-person conversations)