How to Apply

Complete employment application at https://www.prettylakecamp.org/jobs/positions/ or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 31, 2020.

Job Title

Farm Coordinator

Responsible To

Camp Director, Program Director

Summary

The Farm Coordinator works to organize, direct and develop a meaningful, well-rounded farm program which incorporates animals, food sustainability, and sensory awareness activities geared to the interest and abilities of campers.

Required Qualifications

1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communication and cognitive abilities to teach and communicate with groups participating in the farm program.
4. Knowledge and experience of the natural environment.
5. Valid Driver’s License.

Preferred Qualifications

1. Experience in working with children.
2. Leadership experience.
3. Two years of college or experience working on a farm.
4. CPR, AED, First Aid and Lifeguard certification.

Essential Functions

1. Supervise, lead and communicate with groups participating in the farm program.
2. Respond to environmental and other hazards related to the farm area.
3. Receive and follow general instructions; plan, lead, and participate in meaningful activities; and assist the camp in meeting camper goals and objectives, and ensure a positive camping experience for each camper.
4. Stand for extended periods of time when required.
5. Observe camper behavior, assess its appropriateness and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
6. Represent Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
   • Contribute to a positive camp atmosphere by being respectful to others, the Camp and
Job Description – Farm Coordinator (continued)

yourself.

- Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
- Ability to have support from family or friends outside of Camp.
- Use of cell phone only during two hours off each day.
- Abide by all policies and procedures in the staff code of conduct.

Specific Responsibilities

1. The Farm Coordinator must:
   - Develop farm activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
   - Schedule groups for program instruction.
   - Lead farm activities during activity periods and lead other activities as assigned by the administrative staff.
   - Maintain the farm area and all related equipment in excellent working condition and submit supply requests to the administrative staff.
   - Care for all living animals incorporated into the farm program, including cleaning stalls.
   - Coordinate animal care with Camp Director during days off between camper sessions.
   - Develop exhibits, displays, and interest centers that will serve to stimulate campers’ interest of the farm environment.
   - Assist in the farm and archery orientation during staff training, with the administrative staff.
   - Prepare and present awards to campers who have earned farm and/or archery awards.

2. Attend and participate in all staff meetings.
3. Submit weekly feedback form.
4. Greet parents, guardians and campers on arrival and departure day while performing arrival/departure duties as assigned by administrative staff.
5. Work with an assigned cabin when available, assisting with camper supervision and program activities.
6. Live with a group of 15 to 18 campers and staff. This requires the Farm Coordinator to be a positive role model for the campers and other staff members.
7. Assume responsibility for each camper’s safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
8. Know when to ask for assistance and support fellow staff.
9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
10. Assist with all camp activities, working closely with the administrative staff.
11. Serve as a lifeguard or aquatic observer as assigned by administrative staff.
12. Lead and prepare activities with other staff.
13. Act as a substitute for other staff during the time of an absence as assigned.
14. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
15. Assist with camp clean up after each group departs.
16. Other duties as assigned.

Revised 10/19
Pretty Lake Camp • 9123 Q Ave • Mattawan, MI 49071
(269) 375-1950 • (877) 706-9151 (fax)
www.prettylakecamp.org