



Barn Day Camp Director

Start Date no later than February 1, 2022

The Opportunity: We are seeking a Director for our Barn Day Camp (BDC); a seven-week, mixed gender day camp grounded in [F&W's values](#) of Simplicity, Peace, Integrity, Community, Equity, and Sustainability. BDC is one of eight camps and programs operated by Farm & Wilderness (F&W), and it is our only day camp! Learn more about BDC [here](#).

The Director is responsible for the success of this program and its continued growth including all aspects of staff management, camper and family relations, program development and management, camp risk management, American Camp Association accreditation, budget oversight and adherence to the F&W mission. BDC enrolls 80-90 campers in each of its four sessions and employs 40 seasonal staff.

From mid-June through late August this role is full-time and on-site at our Barn Day Camp in Plymouth, VT. During the rest of the year, the Director has part-time responsibilities which can be done from any location with access to the internet. The Director will be able to schedule much of their part-time work, however there will be some scheduled events and meetings which the Director will be expected to attend.

Reporting and Collaboration: The Director reports to F&W's Executive Director, Frances McLaughlin. The Director is part of a team of [Camp Directors](#) who share advice and insights and support each other to innovate their individual camp programs in alignment with F&W's values and mission. The Director collaborates closely with several shared resources at F&W—Admissions, Marketing, Human Resources, Finance, Facilities, the Farm, Conservation, and Operations.

Are you a match? Since 1939, Farm & Wilderness has operated camps which are guided by Quaker values and practices and focus on developing timeless skills. Our camps and programs are known to be joyful, creative places full of adventure where staff and campers embody the idea that “work is love made visible”. For this critical role, we are looking for someone aligned with our values and who has been an educator in an experiential or classroom setting, worked with families, and managed and developed staff. To succeed here, you must be able to collaborate effectively across functions (marketing, facilities, finance, etc.), setting expectations, and holding yourself and others accountable. **Does this sound like you?**

In this role you will (Essential Functions)

Recruit and Manage Seasonal Staff

- In coordination with F&W's Seasonal Staff Working Group, identify sources for seasonal staff recruitment
- Interview, hire, evaluate and conduct exit interviews for approximately 40 seasonal staff for the BDC, using F&W's seasonal staff hiring system and processes and with support from the Human Resources Manager
- Develop a plan to train and prepare staff for camp responsibilities, drawing on other F&W and outside resources as necessary
- Create a strong camp leadership team and culture to ensure that staff is effectively supervised, supported, and evaluated each summer according to F&W personnel policies and practices as outlined in the F&W Staff Handbook.
- Determine on-site housing options for BDC staff in coordination with Sustainable Resources and Operations staff
- Develop and manage a Villagers program (Villagers are those BDC staff who live and eat at other F&W camps or facilities)
- With the Executive Director, develop and implement a professional growth plan for self and key BDC staff

Recruit and Communicate with Campers and Parents

- Participate in BDC camper recruitment and family engagement activities as requested by Marketing, Admissions, and the Executive Director
- Coordinate communications to the BDC community during camp including blogs and camper letters
- Respond to all parent communications (email and telephone) during the camp season and in the off season with the appropriate level of urgency, attention, and care.

Manage Camp Program

- Maintain a program that fosters the positive physical, emotional, behavioral, and spiritual health of all campers and staff
- In coordination with the CFO, Marketing and Admissions staff, set annual enrollment targets for BDC
- Develop goals, objectives, and outcomes for BDC, within the context of the greater F&W mission
- Implement the necessary training and program structure to effectively meet identified goals
- Work with appropriate F&W staff to ensure BDC trips have the necessary gear, technical support, transportation, and staffing required
- Work to ensure that BDC implements antiracism/cultural competency education and programming for both staff and campers, and participates in the overall organizational inclusivity and equity mission of F&W
- Create and implement assessment tools to evaluate program outcomes during program and at the end of each season incorporating feedback from camp families and staff
- Accountable for all American Camp Association requirements for operations and on-going accreditation of BDC (BDC will go through the re-accreditation process in 2022)
- Develop and gain approval for the annual BDC budget, manage the budget and operating plan year-round
- Identify cost-savings and opportunities to increase efficiencies where possible
- Monitor and manage the program for risk, in collaboration with key F&W partners
- Prepare an annual camp report and present to the Board of Trustees at their October Board meeting in Plymouth

Support the overall mission and function of Farm & Wilderness

- Model the F&W values and BDC guiding principles in your work with colleagues, campers and their families, and seasonal staff
- Coordinate with Sustainable Resources to effectively manage the BDC facilities, including opening and closing of camp and prioritizing maintenance projects and needs of the camp physical plant
- Participate in the organization-wide inclusivity and equity focused initiatives
- Travel outside of the camp season to meetings and events such as staff retreats, weekend alumni events, and an annual presentation to the Board of Directors
- Represent BDC and F&W as requested at conferences, trainings, and networking events

Work Conditions and Location

From mid-June through late August, the role is full-time and on-site at the BDC. During the rest of the year, the Director has part-time responsibilities, which can be done from any location with easy access to the internet. Typically, the Director works 40 hours per month (on average, 10 hours per week) from October through April and 15 hours per week in May through early June and in September. The Director will be able to schedule much of their part-time work around their other responsibilities, however there will be some scheduled events and meetings which the Director will be expected to attend and/or lead, some of which will be scheduled during evenings and weekends. The Director is also expected to meet deadlines for critical work (budgeting, enrollment projections, etc.).

During camp, the work week is Monday-Friday, with up to one day of work each weekend. For the summer, the Director must live within daily commuting distance or on-site (personal cabin and meals provided if on-site). Farm & Wilderness accommodations are rustic, therefore there is no electricity in the camp cabins, and all camp and staff use composting outhouses and shared shower facilities.

Desired Qualifications

- Alignment with F&W's values
- Demonstrated commitment to youth development (through professional or volunteer experience) and knowledge of child development and behavioral health
- Experience working with families to support their children's development
- Experience in an outdoor and/or experiential learning setting
- Demonstrated experience addressing issues of race, class, and gender with youth within the U.S. culture
- Demonstrated ability to manage and support staff of a wide age and experience range
- Demonstrated administrative competence and self-management when working remotely
- Ability to manage multiple projects and meet deadlines, some of which are set by others
- Proficient with Microsoft Office Suite, including Teams, and HubSpot or demonstrated ability to learn new systems
- Strategic management of people and resources; Barn Day Camp budget is around \$240K (including staff salaries and camp resources).
- Strong interpersonal communication skills

Organizational Summary

Farm & Wilderness Foundation (F&W) is a non-profit, educational organization operating eight summer camps and programs for children and teens, a family camp, retreat rentals, and a conservation organization. Encompassing over 1,500-acres in the Green Mountains of Vermont, our camps and programs are known to be joyful, creative places full of adventure where staff and campers embody the idea that "work is love made visible". In 2018, F&W joined forces with the Ninevah Foundation to manage the conservation of more than 3,300 acres of land and water in the Lake Ninevah valley. People of any race, background, religion, sexual orientation, gender, or economic status are encouraged to apply to join our community as campers or staff. To learn more about F&W please visit: <http://www.farmandwilderness.org>

Equal Opportunity Employer

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:

Send a Cover Letter outlining how your experience is a match for the Barn Day Camp Director responsibilities and your resume to our Human Resources Manager, Julie Sanderson, julie@farmandwilderness.org.