



Saltash Mountain Camp Director

Start Date no later than February 1, 2022

The Opportunity: We are seeking a Director for our Saltash Mountain Camp (SAM), a seven-week overnight camp, and our Quester Program (Questers), a backpacking program based out of SAM. Both SAM and Questers are grounded in [F&W's values](#) of Simplicity, Peace, Integrity, Community, Equity, and Sustainability. SAM and Questers are two of eight camps and programs operated by Farm & Wilderness. Learn more about SAM and Questers [here](#).

The Director is responsible for the success of this program and its continued growth including all aspects of staff management, camper and parent relations, program development and management, camp risk management, American Camp Association accreditation, budget oversight and adherence to the F&W mission. SAM serves mixed gender youth ages 11-14, and the Quester Program is a mixed gender program for teens ages 15-17. SAM enrolls 30 campers in each of its two sessions and employs 15-17 seasonal staff. The Director also manages and leads the Quester Program which enrolls 24 participants and employs 6 staff on three-week or seven-week backpacking trips.

From mid-June through late August this role is full-time and on-site at SAM camp, on the shore of Lake Ninevah, about 20 minutes away from the Farm & Wilderness main office and close to two of our other camps, Red Spruce Grove and Flying Cloud. 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 or guide in an experiential or wilderness setting, worked with families, and managed and developed staff. 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 25 seasonal staff, using F&W's seasonal staff hiring system and processes and with support from the HR 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.
- With the Executive Director, develop and implement a professional growth plan for self and key SAM and Q staff

Recruit and Communicate with Campers and Parents

- Participate in SAM/Questers camper recruitment and family engagement activities as requested by Marketing, Admissions, and the Executive Director
- Coordinate communications to the SAM and Q 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 SAM/Questers
- Develop goals, objectives, and outcomes for SAM/Questers, 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 SAM/Questers trips have the necessary gear, technical support, transportation, and staffing required
- Work to ensure that SAM/Questers implement 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 campers, camp families and staff.
- Accountable for all American Camp Association requirements for operations and on-going accreditation of SAM/Questers
- Manage and support the Quester Coordinator with all aspects of design, scheduling, training, and operating the Quester programs
- Develop and gain approval for the annual SAM/Questers 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 SAM/Q guiding principles in your work with colleagues, campers and their families, and seasonal staff
- Coordinate with Sustainable Resources to effectively manage the SAM/Q 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 SAM and Questers 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 SAM, where housing (a personal cabin) and meals are provided. 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) in October through April and 15 hours per week in May through mid-June and 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 shift consists of six days on and one day off. 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)
- Background or experience in Outdoor Education or Adventure Education (for example, Outward Bound, NOLS, a college degree program)
- Experience organizing and overseeing multi-day wilderness trips
- Demonstrated experience addressing issues of race, class, and gender with youth within the U.S. culture
- Demonstrated ability to manage college-age staff
- 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; Saltash Mountain budget is around \$275K (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 Saltash Mountain Camp Director responsibilities and your resume to our Human Resources Manager, Julie Sanderson, julie@farmandwilderness.org.

Saltash Mountain Camp Map:

