Admissions Coordinator, Year Round

The Opportunity: The Admissions Coordinator reports to and provides key support to the Assistant Admissions Director in all areas of camper recruitment and enrollment. The Admissions Coordinator is a full-time, exempt, year-round position with full benefits. The work week runs from 8 a.m. to 4 p.m. Monday through Friday (some weekends are required during the year). This position can work remotely during the months of September – May; from June-August this position works from the Main Office in Plymouth, VT.

In this role you will:
- Speak with prospective families about Farm & Wilderness’s (F&W) eight summer camp programs and answer parent emails and phone calls.
- Screen and enroll campers, process applications (camper and campership).
- Learn and become experienced in both Ultracamp and Hub Spot to assist in data accuracy and to be able to assist families in Ultracamp and other staff in Hubspot.
- This position can be remote with exception of the summer months, which will be in Vermont.
- Assist in the sending out and processing the post-camp survey to campers and parents.
- Help prepare campership application folders for the campership committee.
- Conduct prospective family tours.
- Answer on-line chat in a timely manner.
- Work with Assistant Admissions Director to maintain a positive relationship with partnership families and campers year-round.
- Communicate with and provide updates to partnership organizations on camper and family needs, outreach and visits on site and locally.
- Provide back-up with daily office tasks as needed such as sorting and posting mail and answering the phone.
- Attend regularly scheduled meetings and collaboratively work on projects with other staff members as a team to achieve organizational goals.

Desired Education and Experience:
- Prior Farm & Wilderness Camp experience, or other overnight camp experience, is a plus.
- 4-year degree or commensurate experience
- Excellent written and verbal communication skills
- Ability to represent Farm & Wilderness in a professional and articulate manner.
- Must have at least an intermediate proficiency in Microsoft, particularly Excel and Word
- Ability to work independently and cooperatively.
- Ability to navigate various registration software and comfortable providing online registration troubleshooting support or capacity to learn.
- Enthusiasm for and commitment to Farm & Wilderness values
Compensation and Benefits:
In addition to competitive pay, Farm & Wilderness offers the opportunity to be part of a dedicated team who believe in the power of experiential education. In support of our staff and their families, we provide comprehensive top-notch benefits and an array of special perks. Full-time, year-round staff can enjoy:

- Medical, Dental, and Vision insurance, and a Flexible Spending Account available at start of employment.
- Traditional and Roth 401(k) plan with employer matching
- Employer-paid life and AD&D.
- Paid vacation and sick time; 12 paid holidays
- Tuition Discount for children enrolled in camp programs
- And much more!

Organizational Summary
Farm & Wilderness Foundation (F&W) is a non-profit, educational organization operating eight summer camp programs for children and teens, a family camp, retreat rentals, and a conservation organization. Encompassing property over 1,500-acres in the Green Mountains of Vermont, F&W programs are rich in adventure, community, and a spirit that fosters individual connections with the natural world. While each camp and initiative provide unique programs addressing age and interests, all F&W activities are shaped by Quaker principles and the common belief that individuals and communities are strengthened by justice, honesty, self-reliance, diversity, and respect for all persons. 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
Please email a resume and cover letter to julie@farmandwilderness.org subject line “Admissions Coordinator.”