

McDowell Farm School

Position Title: Program Coordinator

Responsible to: Farm School Director

General Responsibility: To uphold the program goals and mission of the McDowell Farm School. Schedule and oversee all aspects of clients' stay at camp. The McDowell Farm School Program Coordinator is not only an administrator, but also an educator, farmer, and leader.



Qualifications:

- Experience in education, administration and supervision, preferably in farm-based/environmental education for at least 2 years
- Hold a Bachelor's degree or higher or equivalent work experience
- Knowledgeable about sustainable agricultural, environmental, and educational issues
- Strong organizational skills and attention to detail with a systems planning background preferred
- Professional written and verbal communication
- Demonstrate a respect and affinity for children
- Experience and willingness to working outdoors, in all weather conditions in a farm/garden setting as a member of the farm team when needed
- Demonstrate maturity, initiative, enthusiasm, sense of humor, flexibility, and a team spirit
- Demonstrate professionalism in appearance and behavior
- Driver's License, CPR certified, First Aid Certified (Can be obtained after accepting position)

Specific Responsibilities:

- Coordinate visiting schools' stay:
 - Serve as the primary contact person for schools to facilitate pre-trip planning
 - Prepare program schedules
 - Coordinate student lodging, meals and special considerations
 - Work with seasonal nurse to organize Health Forms and Field Group lists
 - Serve as liaison between housekeeping, kitchen, conference center and maintenance staff
 - Coordinate program with other camp departments: Summer Camp, Guest Services, Alabama Folk School, McDowell Environmental Center, etc.
 - Conduct the school information portion of Friday & Monday staff meetings
 - Work with the Director to monitor Teacher/Chaperone Evaluations and utilize feedback to improve the program, staff performance, and facilities
 - Teach when needed
 - Run meals and post-meal activities along with other leadership team members
 - Responsible for one night on-call every other week during field trip season
- Serve in an administrative capacity:
 - Serve as the Director of the Farm School when Director is absent
 - Support the Director in promotion of the Farm School program through events, literature and other media
 - Support and initiate new program endeavors and new class development with Director
 - Help update curriculum, lesson plans and class materials with Director
 - Organize, attend and actively participate in staff meetings
 - Coordinate office supply orders
 - Coordinate the maintenance of inventories of class materials
 - Pre-season set-up and end of season tear-down
 - Assist in organizing and updating the school information database
 - Assist in maintaining cleanliness and inventory of Teaching Kitchen

- o Serve as Head of Canteen, and order inventory each week
- o Communicate Farm Schedule with Camp Store Director
- Support Management of Seasonal Staff
 - o Work with Director to plan and implement staff training at the beginning of each season
 - o Supervise seasonal staff with leadership team
 - o Act as an advisor for up to three seasonal staff per season
 - o Along with the director, observe, evaluate, and mentor seasonal staff throughout the season
- Farm Responsibilities
 - o Participate and support in leadership meetings and planning for the farm/gardens
 - o Responsible for farm chores one night each week and occasional off-season weekends
 - o Select and support seasonal farm project areas all year round
 - o Collaborate with leadership team to help determine needs for education programs and production needs
 - o Support with farm projects when needed
- Assist in organizing and facilitating additional workshops such as; Spring day and overnight workshops for teachers, weekend workshops through the Alabama Folk School, and summer programming when available
- Attend conferences, fairs, and promotional events when possible
- Provide a positive experience for all clients of the McDowell Farm School and Camp McDowell (students, parents, chaperones and teachers)
- Serve as a positive role model to staff and clients
- Help wherever and whenever needed

Compensation:

- Meals when available in one of our three dining halls
- On-site individual housing based on family size and availability. All utilities are provided including access to washer/dryer and high-speed internet
- Access to farm vegetables and eggs when available
- Individual insurance covered with optional family / dental / vision for additional cost
- 401K match up to 4%
- Flexible time off when educational programs aren't running (December - early February and June - August)
- Staff discount for family lodging and Alabama Folk School workshops
- Access to camp amenities when available - pool, pottery studio, and canoes
- \$36,000 with annual raises

If interested, please email resume, cover letter and references to the Farm School Director at farmschooldirector@campmcdowell.org or call at 205.387.1806 ext 106.

Camp McDowell is committed to building and providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, clients, and all of our surrounding community members. Camp McDowell does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

About Camp McDowell Farm School: <https://campmcdowell.org/mcdowell-farm-school-overview>