

Farm Education Manager Job Description

Job Title: Farm Education Manager

Reports To: Executive Director

Job purpose

The Farm Education Manager will design and run summer kids camps, create and execute special events, write grant applications, participate in hiring other staff, and craft website and social media content.

Duties and responsibilities

- Develop, coordinate, teach, supervise and evaluate all child, youth and adult programs including summer day camp, school and after school programs and early childhood education programs etc., while following COVID-19 guidelines;
- Lead a team to design 9 weeks of summer day camp that incorporates agriculture, nutrition, the environment and heritage for children ages 5 to 12;
- Hire, train, and supervise all summer camp staff, co-op students, and volunteers to ensure that policies and procedures are followed, all program schedules are respected and all customers (campers and parents) are treated with respect;
- Work as part of a team in planning, preparing and executing Events at Steckle Farm when needed
- Plan and develop in conjunction with all stakeholders a sustainable environmental community plan for the Farm
- Manage all Educational Resources at the Farm, including the Industrial Kitchen, Classroom and Educational Garden Beds
- Manage the Front Office in conjunction with the Events Manager (once hired). Responsibilities include but are not limited to being the first point of contact for enquiries, and ensuring the Front Office is always presentable

- Work collaboratively with community organizations to provide personalized programs and tours, including homeschool groups;
- Create infographics and other marketing material to promote programs and program registration;
- Research and apply for grants to help fund staff, provide families with subsidized program costs and improve our facilities;
- Edit the website using WordPress to make it more user friendly, informative and visually appealing;
- Collaborate with staff members and communicate effectively with parents (i.e. answering questions about programs, providing parents with information about the programs etc.)
- Work with the SMART Goals and Balanced Scorecard Objectives

Qualifications

- Degree related to child development, education or environmental studies
- Experience working with children and families, preferably in a summer camp setting
- Vulnerable Sector Police Check (or ability to obtain prior to starting)
- Reliable means of transportation
- Experience working with WordPress or other website platforms preferred

Other notes

- May need to work evenings and weekends during high volume periods.
- Perform duties as assigned by the Executive Director that support the needs of the farm