



**Nature Linc**  
FARRINGTON

P.O. Box 293

Lincoln, MA 01773

FarringtonNatureLinc.org

781. 888. 0868, tel

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Application Deadline: April 1<sup>st</sup>. Applications will be reviewed on a rolling basis.

Please send a resume and cover letter via email to [Brianne@NatureLinc.org](mailto:Brianne@NatureLinc.org) with the subject line Explore Coordinator Application. Include all relevant personal and professional experience.

**POSITION:** Explore Coordinator

**Organization:** Farrington Nature Linc's mission is to enhance the well-being of children from low-income communities through a connection with the natural world. Our 75 acres of woodlands, fields and ponds near Boston are dedicated to providing respite and inspiration for children who might not otherwise have this opportunity. Farrington envisions a world in which every child has access to nature; every child knows that nature is a powerful source of physical and mental health and happiness; and every child learns that being a good citizen of the world includes being a good steward of nature.

Farrington Nature Linc offers the opportunity for nature walks, ponding and gardening workshops, nature-based art activities, introduction to farm animals, field sports, nature games, and overnight camping to groups of children from Boston, Cambridge, and other neighboring urban communities that have limited access to nature. The children in our programs are encouraged to develop a connection to the natural world while participating in experiences that support stewardship of nature, observation skills, and creative expression.

Visiting youth and their leaders are guided by Nature Linc Youth Counselors through our property that includes a pond, fields, vegetable gardens, woodlands, a large barn with indoor classroom and art space, an outdoor barbeque, and two miles of trails. Each summer Farrington hires 8-11 youth staff. Senior counselors are our youth staff aged 18+ and Junior Counselors are youth staff aged 14-18.

**Overview:** The Explore Coordinator position is 37.5 hours per week from mid-May- August 18<sup>th</sup>, with preference given to applicants who are available for training and April Vacation programs April 17<sup>th</sup>-21<sup>st</sup>, and closing season hours until August 28<sup>th</sup>. Some flexibility with start date if you are able to offer hours over April Vacation Week. This position may also grow into a year round part time position for interested candidates.

The Explore Coordinator reports to the Program Director and is primarily responsible for developing summer Explore programs (an expanded program for groups visiting 3-5 times over the course of the summer). This person will also co-develop and leading in-season staff trainings with the Program Director and Lead Counselor.

Programmatic Responsibilities:

- Be on site for set-up and execution of the summer program, including occasional (2-3) overnight stays.
- Lead daily activities for youth aged 5-12
- Act as site coordinator if Program Director is off site.

- Plan curriculum for at least two Explore partners (6-8 days of programming)
  - With Program Director, meet with Explore partners to develop a programmatic theme for site visits
  - Plan schedule for Explore programs
  - Develop activities for 4-5 “nature clubs” per visit
  - Train Junior and Senior staff on nature club activities
  - Create specific evaluation for summer Explore participants
- Support staff development
  - Cultivate Junior and Senior Counselor’s ability to deliver safe, fun, appropriate nature-based activities with a wide variety of participants
  - Plan and implement in-season staff trainings to support the continued development of Senior and Junior Counselors.
  - With other Senior Staff, plan 1-2 summer staff outings
  - Transport Junior/ Senior Counselors to site using personal vehicle with reimbursement for mileage from Alewife to Farrington.
- Support pre-season site preparation, including gardens and trail maintenance.
- Participate in daily and occasional weekend site maintenance as necessary.
- Write bi-weekly blog posts on programs for Farrington Nature Linc blog.

#### Administrative Responsibilities:

- Support Program Director in procuring and managing program supplies.
- Ensure proper maintenance, safety and cleanliness of all program-related buildings and grounds, including classrooms, trails, animal pens, etc. and report any unsafe conditions and necessary repairs.
- Ensure documentation of all Explore programs and evaluations
- Participate in appropriate organization events, such as the staff-trustee picnic, and outreach events as assigned by Program Director.

#### Qualifications:

- Bachelor’s Degree, preferably in Education or Environmental Science
- Experience working with elementary school aged children
- Experience or strong interest mentoring teenagers and young adults
- Experience and/ or strong interest in working with diverse communities
- Strong communication skills, written and verbal
- Have or be willing to obtain First Aid/CPR Certification.
- Basic Computer and Technology Skills
- Ability to lift and move objects weighing up to 30 pounds several feet
- Physical ability to negotiate hilly terrain, dirt roads and dirt and gravel trails.
- Physical ability to respond quickly to situations requiring immediate action.
- Valid driver’s license and safe driving record. Must have personal vehicle.
- Skills in a second language prevalent in the Boston area a plus.

Applicants must agree to a CORI check as part of the job screening, but evidence of a criminal record is not necessarily an impediment to hiring. A copy of our CORI policy is available on request.