



Farrington Memorial d/b/a Farrington Nature Linc

Position: Summer Program Manager

Reporting to: Program Director

Application deadline: Applications must be received by 9 a.m. EST on **April 26, 2018**. Applications will be reviewed on a rolling basis.

Are you passionate about engaging youth in environmental programs – particularly youth from urban settings? Do you enjoy directing and coaching staff, and working outdoors – sun or rain? Are you a forward thinker, self-starter, and have high energy? Then we are looking for you!

P.O. Box 293

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FarringtonNatureLinc.org

781. 888. 0868, tel

Info@NatureLinc.org

Organization Overview: 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.

Position Overview: The Summer Program Manager will closely support the Program Director and collaborate with teen and adult staff to plan and deliver high-quality programming during Summer 2018. The position is **37.5 hours per week from mid-May until August 24th, with preference given to applicants who are available for April School Vacation Week programs (April 16-20th), and closing season hours until August 31st.** This position reports to the Program Director. Opportunity for part-time work may be available in September 2018.

Programmatic Responsibilities:

- Primary responsibility for supervision, coordination, and coaching of teen staff, with close support from Program Director. Specific responsibilities with staff include, but are not limited to, coordinating schedules; managing requests for time off, absences, and changes; coordinating staff time reporting; providing one-on-one and group coaching, feedback, and evaluation with staff on an ongoing basis.
- Play a strong leadership role with program implementation, including a combination of leading, modeling and/or observing programming; coordinating and overseeing daily staff chores; leading visiting group orientations; implementing program evaluation.
- Coordinate transportation plans and provide daily transportation for teen staff, using personal vehicle, between Alewife Station in Cambridge and Farrington. Farrington will reimburse mileage.
- Support Program Director with summer curriculum development
- Support evening and overnight programming from visiting groups, including at least 4 evening shifts per summer and at least 2-3 overnight shifts where you will need to sleep on Farrington's property and be available to groups in case of emergency.
- Act as site coordinator if Program Director is off site
- Support Program Director and Explore Coordinator in procuring and managing program supplies.
- Help to oversee and support any additional adult staff or volunteers who may assist with programming on an as-needed basis
- Support Program Director in planning 1-2 summer staff retreats
- Support recruitment and hiring of junior and senior counselors during pre-season.

Administrative Responsibilities:

- Buildings and Grounds:
 - In collaboration with senior staff team, 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.
 - Support pre-season site preparation, including gardens and trail maintenance.
 - Participate in daily and occasional weekend site maintenance as necessary.
- Other:
 - Write bi-weekly blog posts on programs for Farrington Nature Linc blog.
 - Document any newly-created or adapted curriculum or program practices
 - Participate in appropriate organization events, such as the staff-trustee picnic, and outreach events as assigned by Program Director.

Qualifications:

- Master's Degree or equivalent work experience, preferably in environmental education, elementary education, social work, or related field
- At least one year of experience as a Manager, Assistant Director, or similar position in a camp setting, including supervising at least 5-10 counselors or staff members
- Experience working directly with elementary school-aged children in a camp setting
- Experience with and strong commitment to working with communities that are urban, low-income, and majority of color

- 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 several feet objects weighing up to 30 pounds
- 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.
- Proficiency in a second language prevalent in the Boston area is 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.

Compensation: This position will be compensated at \$16/hour and is paid on a biweekly basis. Sick time benefits are available. Other benefits are not included.

How to apply: Please send a resume and cover letter to Program Director Sarah Kacevich at sarah@naturelinc.org with the subject line Summer Program Manager Application and your last name. Please, no phone calls.

FNL values the diversity of all our clients, staff, Board of Directors, and partners. By bringing diverse individuals and viewpoints together, we create more vibrant, healthy and just communities. FNL welcomes individuals of all backgrounds and experiences regardless of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, class, creed, and mental or physical disability.