

Clapping Hands Farm is seeking a **Program Assistant for the 2025 camp season** who is passionate about community, creativity, and the outdoors, and who enjoys the administrative tasks and processes that make camp magic possible!

Clapping Hands Farm, founded in 2000, runs summer camps and year round programs in an off-the-grid, outdoor setting. Programs are led by working artists, performers and naturalists and serve children 2-18, families and adults. Creating a space where people feel safe, connected, and able to be fully themselves is at the heart of what we do; you can learn more about our camp culture [here](#). People working behind the scenes can expect a supportive environment where we celebrate accomplishments, thoughtfully innovate to make things better, and often check in at the beginning of work sessions about how we are doing as whole people.

You will be joining an experienced and dedicated team including the camp founder, an established operations manager, a steering committee, a program planning team, volunteers, and interns as well as an enthusiastic community of current camp families, staff, and alumni who are devoted to camp and ready to help you succeed.

Position Description:

As our Program Assistant, you will work under the direction of Louise Omoto Kessel, our founder and director. We run camps every other week; you will work directly with the camp director before and after each camp. During camp weeks your role will include continuing the smooth operation of program administration while the director is at camp. The position will include both virtual and in-person work and will include some weekend and evening hours. Compensation depends on experience; entry level is \$15/hour. This 20 hour/week position is dynamic, versatile, and vital to making camp run!

Projects you will be involved with include:

- Program planning and implementation: communicating with parents, staff, volunteers and campers; scheduling program planning meetings; assisting with enrollment, registration, outreach, fundraising and staffing
- Communication: updating our website; sending out newsletters and emails to our camp community; working with our social media coordinator
- Volunteer program: maintaining spreadsheets; providing lists of potential volunteers to project leaders; scheduling volunteers
- Staff development: planning workshops and trainings; producing written and video instructions for staff
- Long and short term scheduling and planning: creating systems that keep tasks organized across multiple projects; plotting timelines
- New initiatives such as supporting our disability internship program and t-shirt and art sales component for our friday night potlucks

We are looking for a Program Assistant who:

- Loves behind the scenes work and takes satisfaction in an administrative role.
- Believes in the mission and values of camp
- Has experience participating in communities that actively prioritize and value racial and economic diversity, disability inclusion, and LGBTQ+ members.
- Is detail-oriented and precise and also patient and compassionate
- Is familiar with non-violent communication and is committed to open, honest, compassionate dialogue

- Has excellent time management sensibilities and skills; is reliable; can work independently/remotely and as part of a team
- Has experience with other organizations or with projects similar to those listed in the position description
- Has excellent writing and verbal communication skills
- Has experience with Google docs, Google sheets, social media, digital graphic design, website updating
- *If you are a passionate candidate for this job but don't meet one or two of these criteria, please apply anyway!*

It's very beneficial if our program assistant:

- Lives in Chatham County, NC
- Speaks and writes Spanish

Please send a resume and cover letter to clappinghandsfarm@gmail.com.

Timeline: (NOTE: Timeline flexible---- we will keep the search open until we have filled the position; if we identify an excellent candidate early in the process, we are open to an earlier start date)

- Currently accepting applications.
- April 25-May 16 interviews and camp visits.
- Ideal start date on or before May 19; ideal end date between August 25 and September 5.