



The Educational Farm at Joppa Hill

Position Type: Hourly

Job Title- Program Coordinator

Hours and Compensation: Part-Time Oct-Apr (~15-20 hrs/week); Full time May-September (~35-40 hrs/week). Starting Range \$22-28/hr. Not benefits-eligible at this time.

Reports to: Executive Director

Position Summary

The Program Coordinator will be responsible for overseeing various educational programs at the farm including: school field trips, Farm and Forest summer camp, community programs, and our volunteer program. The Program Coordinator will work closely with the Executive Director on designing and facilitating activities that include working with farm animals, agricultural education activities, and being the lead administrator for summer camp. The program coordinator will be the first point of contact for our vibrant volunteer program who assist in our farm animal care and gardens. A successful candidate for this position is a team player and has experience working with children, families and the general public. This position requires some unique skills including the ability to work outside in a wide range of weather conditions, a comfort with farm animals and gardens.

Responsibilities include:

- Maintain a welcoming presence at the farm;
- Provide community programs on a regular basis throughout the year;
- Schedule and deliver school field trips in Fall and Spring months;
- Develop and maintain passive education for visitors to interact with our farm throughout the year;
- Manage the summer camp program including camp marketing, registration, parent communications, supervising staff, ensure compliance with licensing requirements, and creating a welcoming environment for campers;
- Adhere to policies and procedures for program permitting;
- Collaborate with farm staff and volunteers;
- Manage volunteer communications, recognition and scheduling;
- Other administrative duties as assigned;
- Available on evenings and weekends as needed for programs;

Qualifications and skills

- BA/BS preferred or equivalent experience in education, community programs, and/or camp management
- Self-motivated, creative, innovative thinker who is always looking for ways to improve and welcomes feedback;
- Strong organizational, administrative, communication, and education experience;
- Passionate about community building, education and local agriculture;
- Clear communication skills (writing and speaking);
- Detail oriented, hard-working, sense of humor and willingness to learn;

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- Proven ability to make quality, timely decisions and problem solving skills regarding visitors, field trips, campers, parents, staffing and other farm related aspects;
- Ability to work independently and be self-motivated to complete tasks on time and meet deadlines;
- Either hold or be willing to receive Adult/Pediatric CPR/FA;

A successful candidate for this position is a team player and has considerable experience working with children, families and the general public. This position requires some unique skills including the ability to work outside in a wide range of weather conditions, a comfort with animals and gardens. You must be able to lift 50lbs.

If you are interested please send an email with a letter of interest and resume to Sarah@theeducationalfarm.org

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