



The Educational Farm at Joppa Hill

Position Type: Hourly

Job Title- Program Manager

Hours and Compensation: Part-Time April-June (~10-15 hrs/week); Full time June-August (~35-40 hrs/week). Starting Range \$22-28/hr. Not benefits-eligible at this time.

Reports to: Executive Director

Position Summary

The Program Manager will be responsible for planning and implementing various educational programs at the farm including: school field trips, Farm and Forest summer camp and community programs. The Program Manager will work closely with the Executive Director and Camp Manager on facilitating activities that include working with farm animals, agricultural education activities, and being an administrator for summer camp. 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 seasonal basis;
- Schedule and deliver school field trips in Fall and Spring months;
- Develop and maintain passive education for visitors to interact with our farm;
- Manage the summer camp program including camp marketing, registration, parent communications, overseeing staff, ensuring compliance with licensing requirements, and creating a welcoming environment for campers;
- Schedule camp staff to meet minimum licensing ratios and requirements while adhering to budget constraints. Ensure adequate coverage for staff absences, stepping in as needed when a substitute is unavailable.
- Monitor and ensure that camp staff adhere to camp rules and licensing regulations, prioritizing the safety and compliance of all camp activities.
- Support Camp Staff and Leaders in Training, and serve as their leader, guide and positive role model, providing direction and encouragement to foster their professional growth and success.
- Adhere to policies and procedures for program permitting;
- Collaborate with farm staff and volunteers;
- Other administrative duties as assigned;
- Available on evenings and weekends as needed for programs;

Medication Administration:

- Complete required medication administration training prior to the start of camp through an approved online program (training time is paid).
- Administer medication to campers as needed, following proper documentation from the camper's parent/guardian and/or medical provider.
- Maintain accurate records of medication administration in accordance with the farm's policies and procedures to ensure compliance and camper safety.
- Ensure all medications are securely stored and only administered in designated areas, preserving confidentiality and adhering to safety protocols.

Joppa Hill Educational Farm is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experience

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;
- 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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