

Summer Program Assistant Director

The Farm School Athol, MA 01331

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There are few things like Summers at The Farm School, it's a special place to go as a young person and an equally special place to work. As the Summer Program Assistant Director at the Farm School, you are the go to person for the staff and youth. You will uphold a fun, supportive, encouraging, kind and welcoming atmosphere. You will ensure a safe bedtime routine and overnight experience. This role requires a love of youth, great communication along with a great amount of stamina, energy and enthusiasm.

Summer Program will run from June 20 to August 15th 2023

Responsibilities and Qualities we are looking for:

- Organize your work area, plans and programs in ways that uplift the FS mission and goals towards Racial Equity. To honor and respect people's identities.
- Work within a schedule that has multiple transitions. Taking scheduled breaks in order to work a schedule that covers a large time span i.e. 6am- 6pm or 9am - 9pm
- Be an intermediary collaborator between summer staff and year round staff.
- Assist the Program Director in upholding a kind, supportive, fun and safe program. Daily check-ins with the Program Director. To be the point person and on-call support when the Program Director is off-site
- On-site program liaison (speaking to parents, knowledge of emergency protocol, knowledge of youths' needs, youth conflict mediation)
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- Work with Program Director on staff trainings (related to childhood development, behavioral management, developmental psychology, childhood disabilities, CPR and First-Aid, emergency Protocols, Anti-Bullying, conflict resolution)
- Family Communication- : Create and send a weekly email newsletter for families on accomplishments from the week and pictures of each child engaging on the Farm.
- Responsible for ensuring evening routine guidelines are being followed, that there is a calm and safe atmosphere at bedtime. and sleep overnight with the youth in cabins/bunk rooms as needed.
- Ensure staff and youth are properly rotating between transitions. Ensure staff are taking breaks at scheduled times and are actively engaged with the program during non-break times.
- Facilitate programmatic meetings, chore announcements and options/farm course announcements. Pre and post program debriefs and recording of meeting notes.

- Responsible for setting up a schedule for reporting any supplies runs to minimize the number of times it's needed to leave the farm during the program.
- Responsible for conducting Mid-summer summer staff check-in and evaluations in collaboration with the Program Director
- Responsible for communicating conflicts, performance observations, etc among youth to the summer staff and to the Program Director.
- Actively rotate between work areas checking in on youth, summer staff observing social dynamics to ensure Farm School values and culture are being uplifted.
- Organize team-building events, beginning and end of the summer all staff gatherings in collaboration with the Program Director
- Responsible for organizing special events, including relay races, obstacle courses, water frenzy, fiesta nights and a ceremony for youth aging out of the program with special name tags and acknowledgments.
- Maintain CPR and First -Aid certification. Respond to and assist with First Aid and emergency care, calling for support, documenting and communicating all injuries/illnesses to the Program Director.
- Assist in the administration of medications as prescribed and as directed for over the counter medications.
- Be welcoming! Include youth by inviting them to join you in adventures, games, farm work, animal care, sports, art, music, nature and centering their opportunity to experience farm life and love of the land in community.
- Be playful, engaging and inquisitive! Build relationships that engage youth in the fun, joy, relaxation, openness, a community feel of the farm as they grow food, ramble the woods, lay under apple trees with books, play soccer, care for the animals and build lasting friendships
- Be a team player! Ability to communicate, to be reliable, show up on time and prepared as scheduled, to actively engage and problem solve with your team. To be aware of youth engagement and step in to help when someone feels left out or left behind. Helping with all aspects of the farm including hay loads, off loading supplies or harvesting.

Compensation and Perks:

\$8,750 salary for the period of June 20th - August 15th 2023

Onsite housing (when not on bunkhouse sleeping rotation there will be 2 counselors on overnight coverage per bunk side each week) Farm Fresh veggies, meat, eggs, fruit and staple items.

To apply: Submit a cover letter and resume to jobs@farmschool.org with title: Summer Program Assistant Director. We will review applications on a rolling basis.

We serve diverse communities of students and we are striving to develop a staff that reflects that. We encourage all qualified candidates to apply to our open positions. **The Farm School does not discriminate on the basis of race, creed, sex, sexual orientation, or national or ethnic origin in any of its school administered policies or programs.**