

Program for Visiting Schools (PVS) Director/Co-Director Job Description 2024

The Program for Visiting Schools (PVS) brings groups of youth grades 5th and up to spend two and a half days on the Farm joining us in the real work and joys of the day. As the Program for Visiting School Director/Co-Director, your primary role is to cultivate a welcoming space that allows the team to fulfill The Farm School's mission of connecting people to the land.

Program Management Responsibilities

- Plan and direct PVS calendar of group visits, organize staff work schedules and chore rotations in ways that ensure active participation from the team across all areas of the program.
- Collaborate on the creation of the PVS School Trip Schedule
- Follow up on PVS school group inquiries, scheduling & communications in a timely manner.
- Plan and direct the summer program, collaborating around the admissions process, registration, hiring, feedback and evaluation process as well as scheduling staff DEI and CPR/First Aid training and certifications.
- Schedule vacation and work week blocks and farm work events on google calendar.
- Communications via email, text, google docs, slack, shared calendars & virtual platforms.
- Communicate any repairs and facilities needs to the Facilities and Operations Director and/or appropriate person.
- Hold weekly team meetings at the start and end of each week covering logistics and Race and Equity within Communities meetings.
- Communicate across FS programs (Nipmuc Land Project, Coop School, Development) and work collaboratively across all areas to gain input and support.

Youth Participant Engagement Responsibilities

- Facilitate opening and closing circles, teacher meetings, tours and community meetings.
- Balance administrative tasks in a way that still priorities programmatic contact with youth.
- Maintain an on the ground, active presence throughout the youths' experience on the farm.
- Lead youth groups when necessary and participate in all core pragmatic pieces including free times, chores, the meal set up/clean up rotation, the weekday and weekend small animal chore rotation.
- Walk through, observe and be part of the youth's experience during options periods and to participate in or hold a class, option or evening activity at least 1 time per month.
- Act in a primary role of a welcoming host & contact person for staff, teachers & participants.

Program Staff Management Responsibilities

- Build a leaderful team utilizing models of facilitation rotations and capacity building across all operational aspects of the program.
- Ensure processes of reciprocal feedback, check-ins, evaluations, peer support, reflections, program kick off events, closing celebrations and exit interviews are scheduled with program staff and Directors.
- Ensure that staff training and professional development opportunities are transparent and all agreements related to staff development are planned and ultimately allows them to fully meet the responsibilities of their role and prioritize the youth's experience.
- Ensure staff Paid Time Off forms are completed and billing, credit card receipts are submitted
- Commit to upholding our decision making model, comfort in both the process of striving for consensus and also making decisions when full agreement is not possible, comfort in conducting an inclusive and transparent hiring process.

Hiring and Onboarding Responsibilities

- Hire necessary staff for both the school year and summer program.
- Schedule First Aid and CPR Certification for all staff, ensuring certifications remain up to date.
- Schedule Move to End Violence and Conflict Resolution Training upon onboarding staff.

Fiscal Responsibilities

- Allocate Professional Development Budget.
- Return receipts and documentation of programmatic purchases.
- Work collaboratively with Admissions to ensure PVS program and summer programs are fully enrolled and are in alignment with annual budgetary goals.
- Engage in the securing of grants and the Program for Visiting Schools at Fundraising events.

Timing of job:

Immediate opening: This is a year-long full time position. For 9 months of the year, from February to November your schedule can begin as early as 6:15 and end as late as 7:30 pm. December and January schedules are reduced. Farmer teachers are able to take vacations during the months of December, January, February, June and August.

In addition to your particular position, the unpredictable nature of farming/working with youth and our shared responsibility for the care of the farm requires that all employees engage in the process of meeting the needs of the farm/program- gardens, fields, forest, barns, bunkhouses, kitchens etc. and to do so in communication with the Strategic Planning Director and fellow farmer/teachers.

Compensation and Benefits include:

- A starting salary of \$50,000 to \$65,000
- Employer Paid Health Insurance coverage/contribution (employee paid dental option)
- Relocation Benefits (up to \$1000)
- Professional development funds
- 6 days sick time
- 6 weeks of paid vacation annually (to be taken during designated blocks of non-program)
- On-site housing provided (as available)
- 3 meals and 2 snacks a day during our programs (prepared by our talented nourishment team)
- Farm School produced food, including eggs, meat, milk, veggies, herbs, bread and maple syrup!

Please send a cover letter and resume to jobs@farmschool.org with PVS Program Director and your last name in the subject line.

Applications will be reviewed on a rolling basis until the position(s) are filled.

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.