

GREAT KIDS FARM & FOREST CAMP



JOB DESCRIPTION: ASST. CAMP DIRECTOR

CAMP OVERVIEW & DATES

WHAT: Launched in Summer 2021, Great Kids Farm and Forest Camp offers Baltimore City Public School students the opportunity to engage with nature and their food system in ways that reinforce scientific concepts from the school year, spark connections with the environment, and promote social and emotional well-being. Campers, rising 3rd to 5th graders, spend most of the time OUTDOORS, exploring 33 acres of forest, fields, and stream at the district-owned Great Kids Farm. The camp operates 4 days a week, Monday-Thursday, and each 4-day week is a unique camp session with a unique group of campers, allowing up to 120 Baltimore City School students to experience farm and forest this summer!

WHERE: Great Kids Farm: 6601 Baltimore National Pike, Catonsville, MD 21228

WHO SHOULD APPLY: Anyone interested in working with a fun group of upper elementary school students for one month this summer who meets the qualifications below! This position could be well suited for college or graduate students, or school staff in a 10-month position.

ASST. DIRECTOR HOURS: Candidates must be able to commit to working all of the dates listed below.

- MANDATORY TRAINING (PAID): **June 30 (full day), July 5 (afternoon only), and July 6-8 – (full day)**
- CAMP: Monday-Thursday (closed Friday) July 11-August 4, 2022 - **8am-3:45pm**
- MANDATORY CAMP CLOSING DATES: **August 8-9 – (full day)**

ASSISTANT DIRECTOR JOB DESCRIPTION

ASSISTANT DIRECTOR MUST BE/HAVE:

- At least 3 seasons of experience as a summer day camp or overnight camp counselor, with any additional prior camp leadership roles preferred.
- Team-oriented person who can offer kind and direct communication and feedback: We are a small camp and we will have 6 high school students as camp counselors whom Assistant Director will support and help supervise along with the camp director.
- High energy!
- Able to get to Dallas F. Nicholas Elementary School in Baltimore City (to support bus pick-up) by 8am daily, and leave from Dallas F. Nicholas at 3:45pm, with flexibility to stay a little longer if a parent is a few minutes late picking up a student.
- Comfortable and confident interacting with students' families during pick-up and drop-off
- Some experience running activities for students or for campers focused on either nature/ecology, farming, gardening or cooking and interest to learn more.
- Experience in creating activities for campers; willing to spend time on planning independently and in a group during training/orientation hours.

Farm and Forest Camp Staff Job Description

- Comfortable spending time outside when it's hot and sweaty! We have A/C when needed, but this is an outdoor-focused camp.
- Understanding of the diverse needs of City Schools students: some will have lots of experience in nature before camp- others will have none before camp. Excited to meet campers "where they're at."

ASSISTANT DIRECTOR ROLE:

The assistant director (AD) starts and ends their day by riding the bus to and from Dallas F. Nicholas Elementary school with the campers whose families have selected the busing option for transportation to camp. While AD rides the bus, the camp director and the 6 counselors will already be at the farm, setting up for camp and breakfast. To many families who use bus drop-off, AD will be the face of camp and must represent the camp with confidence, knowledge, and responsibility. AD will communicate effectively with the camp director (L Menyuk) and the camp administrator (Anne Rosenthal) about any campers who are late or absent, and make parent phone calls as needed. AD will supervise camper behavior on the bus. Once at camp your role is to help bring energy to the team, to support and supervise counselors in their responsibilities along with the camp director, to lead fun and learning-filled activities, and to form positive relationships with campers and counselors. AD will also help the director manage logistics, manage time-keeping for the day during all our transitions, and manage challenges with individual campers or conflict between campers.

What activities does the AD lead? (See example schedule below for reference.)

- Specific parts of the morning meeting and the closing meeting – to be determined based on your skills and interests.
- Morning activity block A/B – AD will lead an activity in forest/trails/farm or cooking – to be determined based on your skills and interests. AD may not run an activity each morning as we'll sometimes have guest teachers for an activity.
- Lead manager for *either* lunch OR post-lunch weigh-in and song sessions based on skills and interests
- Lead manager for farm talent show (announce Monday, practice Tue-Wed, show on Thursday)
- Clubs: There will be 5 clubs total. 3 clubs will be led by counselor pairs and 2 clubs will be led individually by the director and AD. Each of us will have 1 club which includes 4 to 6 campers getting to do some in-depth exploring of a topic the club leader is excited to explore.
- Farm Crafts: Counselors run the farm craft activity for their groups; however the AD manages the overall experience, ensuring counselors have a plan and the materials they need.
- The AD works with the camp leadership team: Camp Director (L Menyuk), Camp Educator (Laura Genello), and Camp Administrator (Anne Rosenthal). The camp is also supported by 6 high school student interns who lead the same group of 10 children throughout the camp session.

EXAMPLE DAILY ASST. DIRECTOR SCHEDULE:

| TIME | ACTIVITY |
|------------------|--|
| 8:00am | <i>Arrival at Dallas F. Nicholas</i> |
| 8:15-8:45am | Ride Bus with students to camp |
| 9:30am - 10:15am | Activity Block A (Forest & Trail or Farm & Kitchen) |

Farm and Forest Camp Staff Job Description

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| 10:15am - 11:00am | Activity Block B (Forest & Trail or Farm & Kitchen) |
| 11:00am - 11:40am | Lunch & Food Waste Weigh-In & Song Session |
| 11:40am - 12:10pm | Farm Talent Show (preparation and/or performance time) |
| 12:10pm - 1:10pm | Clubs |
| 1:10pm - 2:00pm | Free Exploration: garden, trail, water play, stream, games |
| 2:00pm - 2:30pm | Farm Crafts |
| 2:30pm - 3:00pm | Closing Circle & Dismissal |
| 3:00pm - 3:30pm | Ride Bus with students to back to Dallas F. Nicholas |
| 3:30-3:45pm | <i>Families pick up their campers</i> |

PAID TRAINING/ORIENTATION INCLUDES:

Based on your level of experience, the AD will be expected to lead some part of the training for the counselors. AD will not be expected to work additional hours outside of paid time.

- Managing your day: camp schedule, routines and rituals, and farm lunch protocols
- Communication and feedback as a team
- First aid; health and safety (this will not be a 1st aid certification, but will provide basic skills)
- Managing groups of children in outdoor settings and helping children with special behavioral needs
- Diversity, equity and inclusion as a way of being in our programs
- How to run activities and plan your own activities for children including science, crafts, water play, creative play, nature play, farming, cooking, and team-building games
- Creating a sense of safety, belonging, fairness, and fun at camp!

PAY: \$25/hour, paid through non-profit partner Friends of Great Kids Farm

HOW TO APPLY:

Send your resume and a statement of interest to Laura (goes by "L") Menyuk: lnmenyuk@bcps.k12.md.us

L will get back to candidates within 48 hours after receiving materials to let them know if she'd like to schedule an interview. Hiring is on a rolling basis until position is filled.

Feel free to contact L with any questions before you apply: lnmenyuk@bcps.k12.md.us; 301-580-5421