

2018 Assistant Education Director at Wright-Locke Farm

Wright-Locke Farm Conservancy is now hiring an Assistant Education Director to help develop, manage, and facilitate outdoor youth programs for its 2018 program season. The Assistant Education Director is a full-time position held March – October 2018 (expected start date on or near March 5, 2018) and is paid \$15 per hour. All farm staff are required to undergo a CORI check prior to the start of their work period (the farm will do this upon hiring).

The Assistant Education Director's responsibilities include:

- Preparation to help develop and facilitate programs
 - Initial one-on-one training with the Education Director (ED) to learn about the farm, education programs, and the short and long-term responsibilities of the Assistant Education Director
 - Reading farm education materials provided by the ED
 - Assist with administrative tasks to manage program scheduling and registration
- Development of youth programs
 - Working with the ED to determine appropriate themes and subjects for spring, summer, and fall programs for kids ages 4 – 12
 - Working with the ED to create seasonal program curriculum, including lesson and activities plans, notes, and educational materials
 - Regular participation in youth garden maintenance throughout the entirety of the work period (March – October)
 - Working with the ED to train seasonal education staff prior to the start of spring, summer, and fall youth programs (two days of training per season, usually hosted the week before spring, summer, and fall programs start)
- Facilitation of youth programs
 - The Assistant Education Director will work directly with the ED and/or seasonal educators to co-lead most spring, summer, and fall youth programs scheduled April – October 2018 (see below for detailed program schedules) as well as non-registration based programs, like schools visiting the farm for a morning field trip
 - Setting up before and cleaning up after each program session
 - Teaching lessons and leading activities (includes modifying lessons and activities as necessary)
- Communication with seasonal staff, student volunteers, and caretakers
 - Delegating appropriate tasks and duties to seasonal staff and student volunteers before, during, and after program sessions
 - Maintaining positive relationships with seasonal staff and student volunteers
 - Providing a positive customer service experience with parents/caretakers of children participating in youth programs
- Communication with the Education Director
 - Providing the ED feedback about successful and unsuccessful lessons and

- activities when appropriate
- Notifying the ED of any known issues experienced during one or more sessions (with children, parents, coworkers, or volunteers) or related to the Assistant Education Director position
 - Updating the ED about seasonal staff and student volunteer performance

Candidates for the Assistant Education Director's position should:

- Have a background in teaching children about farming, nature, healthy eating, or related subjects, and a strong desire to help create and teach similar curriculum in an organic farm setting
- Enjoy working with children ages 4 - 12
- Have a positive attitude, be a strong leader, and be able to adapt to changing environments and circumstances
- Be comfortable working outdoors- rain or shine!
- Be comfortable working with/handling farm animals (no experience required)
- Be able to lift 50 lbs
- Have reliable housing and transportation
- Have a laptop computer that can be used for office-based farm education work; proficiency using Microsoft Word, Excel and Google Docs.
- Pending emergencies and excused absences, the Assistant Education Director must be able to commit to working the planned 2018 youth program schedule noted below (there is some flexibility in work hours outside of program times, but candidates should anticipate working full-time hours on the farm Monday – Friday from April – October)

If you are interested in the Assistant Education Director position, please send a resume and cover letter to Education Director Erika Gorgenyi at egorgenyi@wlfarm.org as soon as possible. Please be sure to include 2 – 3 professional references in your email with resume and cover letter attached.

If you have questions concerning the position description that you would like answered before submitting your resume and cover letter, please also send them to Education Director Erika Gorgenyi at egorgenyi@wlfarm.org.