



## Arcadia Farm Camp Manager

**Overview:** Arcadia seeks a Manager for our Summer Farm Camp. The Manager will be primarily responsible for managing the conduction of the Farm Camp program and supervising a small team of Farm Camp Counselors during five, one-week sessions at our working farm on the grounds of Woodlawn, a National Trust Historic Site, in Alexandria, VA.

We are seeking an enthusiastic individual who is passionate about working with kids and who enjoys being outdoors in a farm setting. We are focused on our Farm Campers, and look for a strong background in working with children and staff in a camp setting. Camp counselor or camp management experience is preferred. Farming or gardening experience is preferred, but not required.

At Arcadia Farm Camp, we seek to connect children to where their food comes from through hands-on farming, cooking, and eating experiences. Campers will develop an understanding of the origins of food, seasonality, sustainable agriculture, land conservation, and culinary arts. Our goal is to help create the next generation of sustainable farmers, chefs, and eaters.

**Background:** Arcadia is a non-profit organization serving the Washington, D.C. Metro area. Arcadia's mission is to create a more equitable and sustainable local food system to improve the health of our community, increase the viability of local farmers, and preserve the environment for future generations. Arcadia has three interrelated program areas: Food Access, Farm and Nutrition Education, and Sustainable Agriculture.

**Reports to:** Farm Education Director. Farm Camp Manager will also work closely with Farm Camp Counselors and Interns.

Start date is **May 13** and end date is **August 2, 2024**. Full time, seasonal for 11 weeks. There are varying hours for Training, Farm Camp weeks, and Close-Out. The summer equals out to the equivalent of 40 hours per week. Dates and hours are as follows:

- Pre-Camp Preparations: – May 13-June 7th (Mon-Fri) from 9am-3pm (some flexibility in start date).
- Counselor Training: June 10 - June 14 (Mon-Fri) from 8am-4pm.
- Farm Camp weeks: June 17 - July 26 (Mon-Fri) from 7:30am-4:00pm (flex hours/time off July 4 week)
- Close-Out week: July 31 - Aug. 4 (Mon-Fri) from 9am-3pm.
- Some evenings and weekend hours may be required.

**Compensation:** the position will be compensated at \$20 an hour for roughly 40 hours a week for 12 weeks.

**Location:** Arcadia Farm Camp will take place at Arcadia Farm at:  
9000 Richmond Hwy,  
Alexandria, VA 22309

- 35-45 minutes from DC, 30 minutes from Arlington
- Accessible by bus from Old Town, Alexandria, 30 minutes
- Not metro accessible
- We highly suggest getting to Arcadia Farm by car

**Required for hire:**

- **Basic First Aid/CPR Certification (Adult/Children/Infant) or ability to obtain certification;**
- **Must undergo a background check;**
- **Must be at least 18 years old; and**
- **Must be available May 13 - August 2, 2024**

**Responsibilities:**

- Facilitate implementation of curriculum based exploration of Arcadia Farm.
- Effectively supervise, manage, and inspire a small team of Farm Camp Counselors with positivity and respect to ensure that staff is motivated and carrying out their duties.
- Implement, participate in, facilitate, and monitor day-to-day management of the program to ensure that all aspects of camp run smoothly and efficiently.
- Assist with design and conduction of Farm Camp Counselor Training
- Organize weekly camper and schedule paperwork.
- Communicate professionally, in-person and via phone, with Counselors and Farm Camp families.
- Ensure Counselors are equipped with all necessary materials at the beginning of each week.
- Support Counselors in leading an age-specific group of campers and managing behavior.
- Participate in and support conduction of program evaluation (campers, parents, staff).
- Ensure that high standards of camper safety and happiness are maintained.
- Ensure an efficient and open line of communication with the Farm Education Director in regards to daily camp needs, innovative ideas, staff conduct, and camper behavior etc. Farm Camp flows with the season, and so we are able to make exciting, week-of additions to the program based upon what produce are ready to harvest at the farm.
- Other responsibilities as assigned.
- **The primary responsibility of the Camp Manager is to be present.**

**Qualifications:**

- Experience working with children ages 6-11 is required.
- Experience in a management role.
- Ability to work independently, efficiently, and multitask.
- Willingness to take initiative and work varying hours to ensure a successful program.
- Ability to maintain and engage in an extremely high level of customer service and care with our Farm Camp families through timely and courteous communication.
- Enthusiasm for and experience in sustainable agriculture, food education, and/or the environment.
- Passion for inspiring discovery and fun on the farm for children.
- Willingness to get dirty, have fun outdoors, work with animals, and work in the garden.
- Dependable, mature, and an excellent role model to children and staff.
- Ability to get to Arcadia Farm via car as public transport is not easily accessible.

**How to apply:**

**Applications accepted on a rolling basis until the position is filled.** Send a resume, cover letter, and the name, email and/or phone number of three references with the subject line “Farm Camp Manager Application: *Your Name*” to Farm Education Director, Shelby Hintz, at [shelby@arcadiafood.org](mailto:shelby@arcadiafood.org). Applications will not be seriously considered without all of the above criteria. If you are also interested in a counselor position, please indicate that in your email or cover letter.

Arcadia is committed to diversity in the workplace. People of color, LGBTQ and multilingual people are encouraged to apply. Learn more at <http://arcadiafood.org/> and <http://arcadiafood.org/arcadia-farm-camp>