



BERKSHIRE BOTANICAL GARDEN

Camp Director

JOB TYPE: Full time, Year-round

POSTED: January 2020

SUPERVISOR: Director of Education

SUPERVISES: Seasonal camp staff

OVERVIEW

Berkshire Botanical Garden (BBG) is a not-for-profit, membership-supported educational organization encompassing 20 acres of cultivated land in Stockbridge, Massachusetts. The Garden's mission is to fulfill the community's need for information, education and inspiration concerning the art and science of gardening and the preservation of our environment.

BBG is seeking an experienced camp administrator to direct its summer Farm in the Garden Camp. Farm in the Garden Camp is a summer day camp which provides time, space, and guidance for children to learn and play in an energizing and kind garden community. Our work at the garden will be to care for the plants and animals that sustain us and to make good use of the harvest. Find out more about BBG's Farm in the Garden Camp at <https://www.berkshirebotanical.org/farm-garden-camp>.

In addition to Farm Camp responsibilities, the Camp Director will also assist with other education programs at BBG including after school programs during the school year, leading school field trips that come to the Garden, and proctoring our adult community classes and workshops. This position plays a key role in the organization's strategic planning for the continued success of the Farm in the Garden Camp and the organization as a whole.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- As a member of the BBG education staff, actively promote and support the mission of BBG to its members, visitors, and collaborators.
- Responsibilities related to Farm in the Garden Camp:
 - Ensure a safe and inclusive experience for campers by ensuring meeting or exceeding all local and state regulations.
 - Hire, train, and supervise seasonal Camp staff including leaders-in-training.
 - Work with the Office Manager on ensuring a smooth and friendly camp registration process using camp registration software tools.
 - Communicate professionally and timely with current and potential camp families, camp staff, camp alumni, BBG Board of Directors, and other program supporters.
 - Work with the Marketing Communications Director to promote the camp in BBG publications, at community events, and through social media.
 - Work with the Buildings and Grounds Manager to ensure all camp facilities are safe and functioning.

- Act as the health care supervisor and keep related medical certifications up to date.
- Create positive relationships with campers, their families, camp staff, volunteers, and our community.
- Develop new camp curriculum and lessons.
- Oversee the camp budget.
- Develop opportunities to expand the Farm in the Garden Program into other areas of the BBG Education Department.
- Other responsibilities:
 - Coordinate and teach the Farm and Garden after-school program at area schools when camp is not in session.
 - Plan and care for the Children's Production Vegetable Garden.
 - Recruit and engage volunteers and other staff in education programs as needed.
 - Assist with BBG special events including Harvest Festival, Plant Sale, Holiday Marketplace, Grow Show, and garden tours.
 - Other duties as assigned by your supervisors.

QUALIFICATIONS

- Previous experience demonstrating a passion for youth development required, preferably in an outdoor or experiential setting.
- At minimum, completion of a bachelor's degree from an accredited university or college is required.
- At least 2 seasons in a camp administrative or management role involving managing other staff is highly desired.
- Entrepreneurial in spirit, creative and innovative, a proven record of developing successful educational programming for children in the field of gardening, agriculture, and environmental science.
- A willingness to take initiative, solve problems, assess priorities, and manage a variety of tasks calmly and effectively.
- Must have an abundance of patience as well as a good sense of humor and strong work ethic.
- Must be able to successfully pass a CORI and SORI background check.
- Must be physically able to work outside all day and lift and move up to 50 lbs.
- Must have reliable transportation, a clean driving record, and have had a driver's license for a minimum of three consecutive years.
- Must have or be able to obtain CPR/first aid training associated with health care supervisor role.

WORK ENVIRONMENT

- Comfort with some outdoor and some office conditions.
- Work schedule during camp season will require flexibility and over-time most weeks as needed to meet program demands.
- Non-summer hours generally Monday through Friday 9am-5pm, with some flexibility. Occasional weekend and evening hours required for education programs and BBG special events.

BENEFITS & SALARY

- Salary based on experience plus a benefits package including paid time off, sick leave, employer-paid health insurance, and participation in the company retirement plan.
- Free enrollment in BBG adult community classes and workshops, plus other opportunities for paid professional development.

TO APPLY

Please submit a cover letter and resume to Chris Wellens, Director of Education, at cwellens@berkshirebotanical.org or call 413-357-4657 with any questions. Applications will be accepted until the position is filled.

Berkshire Botanical Garden is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.