



School Garden Network is hiring a Garden Camp Manager!

Job Title: Summer Camp Manager
Reports to: SGN Executive Director
Classification: Seasonal, Part-time, Non exempt, Hourly
Compensation: \$30/hour

[School Garden Network \(SGN\)](#) seeks an energetic, creative, and fun individual to develop and lead a celebratory and inclusive [Garden Camp](#). Camp takes place in a school garden and consists of 4 weeks full of activities that nurture a life-long appreciation of nature, build healthy habits, and create lasting friendships. Please see www.schoolgardens.org/gardencamp for more information.

The Garden Camp Manager is an essential member of SGN's staff and will work closely with SGN's Executive Director. This part-time position is multi-faceted and requires a diverse skill set and passion for garden-based learning.

Camp Manager Duties:

- Program Development: Part-time and remote.
 - Develop and implement a plan for a diversity of daily summer camp activities for 7-11 year olds that include group games, adventure scenarios, leadership skills, crafts, nature hikes, gardening, cooking, and other hands-on activities.
 - Create leadership opportunities for camp Junior Educators (12-17 yr olds).
 - Review and revise camp handbook.
 - Interview and hire other camp instructors.
 - Plan and facilitate a 3-day teacher training for camp instructors in June 2024.

- Program Management: Full time and onsite.
 - Manage camp registration.
 - Supervise a small team of camp instructors.
 - Share and communicate teaching responsibilities and planning with co-instructors, and provide support to them.
 - Participate in all scheduled camp staff training sessions and camp events.
 - Maintain excellent rapport and constant communication with parents of camp participants on a daily basis.

- Communication:
 - Maintain excellent communication with SGN Executive Director and staff.
 - Consult with the Garden Educator at camp host school and maintain excellent communication with their school garden staff.
 - Act as a professional representative of the School Garden Network.
 - Create content and take photos for SGN newsletters, website, and social media.

Requirements and Qualifications

- Belief in the mission of School Garden Network, with demonstrated commitment to this work.
- Passion for food and environmental education, with a minimum of two years of experience leading outdoor education programs or summer camps for elementary and/or middle-school age children.
- Past experience in curricular development is essential.
- Capacity to work independently without direct supervision.
- Demonstrated ability to work collaboratively.
- Outstanding communication skills, both written and verbal, with ability to engage effectively with the public.
- Understanding of and ability to communicate the value of garden-based learning to diverse audiences.
- Demonstrated ability to supervise a diverse team through constructive feedback and non-violent communication.
- Flexibility and willingness to adapt to changing conditions.
- Capacity to handle bulky, heavy teaching equipment (up to 50 lbs).
- Proficient in leading field trips over diverse terrain in all weather conditions.
- Must possess a current driver's license and have reliable access to transportation.
- Current First Aid and CPR certifications a must, or willing to obtain.
- General computer literacy, including proficiency in Microsoft Office programs and Google Suite.
- Spanish language proficiency and cultural competency are a plus.

Application

- To apply, please send resume, cover letter, and list of references with contact information to sue.davis@schoolgardens.org. In the subject line, please indicate "Garden Camp Manager Application."
- Application deadline: rolling
- Interviews begin as applicants submit resumes.
- Position commences April 1, 2024.