

# Farm School & Camp Coordinator Job Description (Parental Leave)

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Position: Farm School & Camp Coordinator (Parental Leave)

Contract: June 25<sup>th</sup> 2018 - April 15<sup>th</sup> 2019

Location: Black Creek Community Farm, 4929 Jane Street, North York

Direct Supervisor: Director, Black Creek Community Farm

Schedule: Full-time (37.5 hrs a week), occasional weekends & holidays

Salary: \$38,000 (pro-rated)

## Black Creek Community Farm

Since its inception in 2013, the Black Creek Community Farm (BCCF) has worked to improve food security, reduce social isolation, and improve employment and education outcomes. Our mission is to serve and enrich our community through a thriving farm, healthy food, hands-on training and learning experiences and to inspire the next generation by providing leadership in food justice, and supporting diverse natural and social ecosystems.

## Scope of Work

The Farm School & Camp Coordinator will develop, facilitate & coordinate all programming for both the farm school & farm camp programs. This includes all field trips to the farm in the Spring from May – June & Fall from September to October/November. As well as our farm camp programs: March Break, PA Day & Summer Farm camps. They will supervise the farm school assistant(s) during the spring/fall & summer and youth during the summer.

## Responsibilities

- Demonstrate appropriate behaviours in line with our Mission, Vision and Policies outlined in the Foodshare Toronto and Black Creek Community Farm Personnel Manuals
- Develop farm school programming that is in line with the Ontario curriculum (elementary)
- Responsible for the planning and maintenance of the kids garden and outdoor classroom space
- Responsible for all planning, facilitation & scheduling of field trips to the farm in the Spring & Fall, as well as workshops and events off site in the winter- including planning for each trip, staffing, confirmation emails to teachers, creating and sending invoices for booked trips
- Responsible for all program planning, facilitation, scheduling & training for summer farm camp, march break camp & PA Day camps
- Hire, train and supervise other farm school & camp staff and volunteers in all relevant aspects the farm school & camp programs

- Facilitate farm school & camp team meetings, and oversee the seasonal, weekly, and daily “to do” list
- Improve upon, create, and maintain communication systems that ensure that the whole farm school & camp team is working together as a unit
- Develop & implement an outreach plan for both farm school & farm camp including events at local schools, presentations in community as well as designing marketing materials (brochures, postcards, posters)
- Update website as needed with farm school & camp details & dates (wordpress)
- Update google forms regularly for farm school & camp registration
- Create invoices using Freshbooks for all Farm School trips & camp parents
- Contribute to monthly newsletter with Farm Camp & School events & information
- Use google calendars to book in all trips, events & camp dates
- Develop an annual work plan, including workshops, events, marketing and staffing
- Create an annual budget, then track and adjust income and expense forecasts
- Manage the annual budget
- Maintain monthly reports and statistics
- Maintain and update the Farm School & Farm Camp contact list
- Grant writing & reports for both Farm School & camp programs and other farm programs as needed
- Other duties as assigned

## Qualifications

- Graduated from a related field (Education, Outdoor Education, Environmental Studies)
- Gardening/farming experience - growing vegetables, working with livestock, honey bees and vermicompost
- Outdoor education experience
- Minimum 2 years experience working with children (age 4-12) in an outdoor setting
- Passionate about: working outside, farming & growing food, sustainable agriculture, deepening children’s connection to the earth
- Excellent organizational skills
- Excellent written & verbal communication skills
- Punctual and professional
- Create and adapt lesson plans to serve the needs of each group
- Operate and use small tools and garden tools effectively
- Works well independently and as a part of a team
- Lift up to 40 lb regularly
- Work outside in a wide range of weather conditions
- Consistently take a positive solution-based approach to challenges
- Formal or informal training in permaculture, horticulture, gardening, or a related field (asset)
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity
- Live in or have a strong knowledge of the Jane Finch community
- Strong leader and ability to build successful working relationships with people

- Comfortable in front of a computer and familiar with or willingness to learn spreadsheet-based planning and record-keeping systems
- Experienced and comfortable supervising other staff and volunteers
- A valid Ontario driver's license, Standard first aid, and CPR
- Flexibility to work some evenings as well as occasional weekends and holidays - in the understanding that lieu time will be provided such that the average work week will be 37.5 hours on average over the course of a year

The successful applicant will be required to obtain, or show proof of, a valid Vulnerable Sector Check and Emergency First Aid certification.

**TO APPLY:** Please send your cover letter & resume in one PDF document to BCCF Director – Leticia Deawuo at [hiring@blackcreekfarm.ca](mailto:hiring@blackcreekfarm.ca) by 5:00 pm on **Friday June 15th, 2018**. Please put in Subject of email, your first & last name and the position you are applying for.

***Please Note:***

Black Creek Community Farm is a member of FoodShare Toronto's [Supportive Partnerships Platform](#), as such, the successful applicant will be an employee of FoodShare Toronto, working with Black Creek Community Farm.

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors

If you feel you need accommodation because of illness or disability, please do not hesitate to contact [leticia@blackcreekfarm.ca](mailto:leticia@blackcreekfarm.ca). You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.