



FARM & GARDEN EDUCATION MANAGER - Job Description

1. Reports to the Program & Operations Director
2. **Summary:** Camp Stevens is a year-round retreat center, outdoor education facility, and summer camp. Our mission is to inspire, challenge, and empower personal, social, and environmental transformation through connection with each other and the natural world. We work to foster openness, gratitude, connection, and wonder. Our 256-acre site is located in a unique Southern California mountain environment of pine-oak woodland. We are a simple yet comfortable facility with many hiking trails, organic gardens, fruit trees, chickens, and goats that enhances our programs as well as provides our kitchen with fresh produce.
3. **Duties:** The Farm & Garden Education Manager will work in teams and independently to maintain and enrich the practice of regenerative gardening and animal care at Camp Stevens. This unique role combines working hands on with the land as well as teaching and developing program for guests and campers.
4. **Duties:** The Farm and Garden Education Manager is responsible for the day to day management of the gardens, landscape, and natural areas of the camp including, but not limited to, the following:
 - a. Farm, Garden, and Landscaping
 - i. Responsible for the production, beautification, and accessibility of the gardens and orchard, including planning and soil preparation, greenhouse management, seed selection, planting, watering, and weeding, cultivating, pruning, harvesting, and cover cropping
 - ii. Responsible for the sustainability of the garden and related education programs
 - iii. Coordinates purchasing and care of all garden equipment and supplies including tools, equipment, seeds, starts, soil amendments, treatments, mulch, etc.
 - iv. Plans and organizes the annual garden calendar to make the best use of the available labor, resources, and space.
 - v. Manages all aspects of farm animal management and care including in alignment with the 5 freedoms of animal welfare and good husbandry practices by species.
 - vi. Maintains organic or near-organic standards in the garden and grounds management
 - vii. Maintains compost pile and monitors camp compost system
 - viii. Coordinates with Maintenance Director regarding landscaping and natural areas of the camp with emphasis on beauty, hospitality, and expanding the use of native and drought-tolerant plants, as well as edible landscaping where appropriate
 - b. Personnel
 - i. Coordinates and schedules all garden related staff and volunteers
 - ii. Trains and mentors staff and counselors regarding garden protocols and opportunities for education and integration in the farm and gardens
 - iii. Trains and mentors staff and volunteers for garden projects
 - c. Administration
 - i. Keeps pertinent records and file systems for both programs and horticultural work
 - ii. Sets goals and makes plans for the future regarding farm and garden in collaboration with the camp administration.
 - iii. Supports grant writing and fundraising efforts by tracking impact and sharing stories.
 - b. Food Service
 - i. Collaborate with Food Service Director regarding:
 1. Intended harvests for each upcoming season
 2. Ways to highlight and utilize camp garden produce for maximum impact and benefit
 3. Use of kitchen and storage spaces for preserving items for use in food service and programs.
 4. Regular updates and check-ins regarding produce growing progress and harvest

schedule

- ii. Train kitchen staff as needed to harvest salad, herbs, and vegetables
 - iii. All staff share responsibility for dishwashing, cleaning, and assisting with food preparation.
 - c. Program
 - i. Plans, schedules, and teaches any farm/garden programs; could include weekend-long instructional courses, one-day workshops, monthly volunteer days, and weekend tours
 - ii. Assist in the summer camping program by integrating the garden through the training of staff and the creation of garden-related activities.
 - iii. Assist with the planning, program, and evaluation of the Outdoor Education Program and integration of the garden into the program
 - d. Facilities and Maintenance
 - i. Provides general upkeep and repair of all farm and garden facilities including pest management, water systems, fencing, etc.
 - ii. Coordinates with maintenance staff for more in-depth repairs and maintenance
 - e. Other
 - i. Actively participate in community building and ongoing education.
 - ii. Actively contribute to a diverse, equitable, and inclusive work environment
 - iii. Fill in for or assist other employees as necessary
5. Compensation, Schedule, and Personnel Policies
- a. Salary is subject to Diocesan policy and annual review
 - b. Housing, utilities, food, and hospital/medical/dental insurance is provided
 - c. The normal workweek is 5 days per week; weekly hours should not exceed 45 without supervisor approval. Vacation, sabbatical, and additional personnel policies are available in the Camp Stevens' Staff handbook.
 - d. Essential functions: Ability to lift/unload/move 50 lbs. by hand/90lbs. in wheel barrel; visual and auditory ability to effectively and safely function in the garden; physical ability to hikes several miles over uneven terrain: ability to communicate with people of mixed age and skill levels

Employee Signature: _____

Date: _____

Program & Operations Director Signature: _____

Date: _____