



**Assistant Kids Program Coordinator**  
Seasonal Part-Time  
Kids Connect! : Fitzwilliam, N.H.

The Monadnock Conservancy is seeking an assistant program coordinator for our Kids Connect! summer program for underserved youth, primarily low-income backgrounds and children with special needs/mental health issues. The program is held at Tracie's Community Farm in Fitzwilliam, N.H., and provides up to 18 children, ages 8 to 13, with outdoor, hands-on educational experiences at a working Community Supported Agriculture (CSA) farm, with possible visits to woodlands on site and/or a neighboring hobby farm with animals.

The Monadnock Conservancy, a land trust for southwestern New Hampshire, works with communities and landowners to conserve the natural resources, wild and working lands, rural character, and scenic beauty of the region. We accomplish our mission through land conservation agreements in 30 towns around the region, caring for the lands we own, creating and maintaining recreational trails, and offering community-based programs.

For this youth program, we are looking for an individual who is interested in assisting the lead program coordinator for 12 classes on Tuesdays and Thursdays between the weeks of July 9 and August 13 (meeting twice weekly for six weeks). Classes are held from 4:30 p.m. to 6:30 p.m. and include a snack prepared primarily from farm-harvested ingredients. The assistant program coordinator will be responsible for working directly with the lead program coordinator to implement curriculum that introduces children to the land itself, a working farm, and to growing, cooking, and eating fresh, nourishing food. The program also aims to connect children to their bodies through active living and to each other and to the community by learning to work together through farming, gardening, and nature activities.

**Responsibilities**

- Implement the curriculum in partnership with the lead program coordinator, receiving direction and instructions from him or her.
- Maintain good communication and updates with lead program coordinator.
- Meet the children who are taking the bus at the pre-arranged pick-up point and ride the bus with them to/from farm.
- Establish firm boundaries and set limits on children's behavior while fostering an environment of fun and learning.
- Maintain open and positive communications with parents/guardians, including, but not limited to, calling with program reminders and inviting them to the end-of-summer pizza party.
- Complete and submit incident report forms to the lead program coordinator, who will forward to the Conservancy and the parent/guardian(s) of children involved.
- Participate in program evaluation and assessment before, during, and after the session.
- Other tasks as assigned.

**Qualifications**

- Talented educator with experience in farm or nature-based youth education.
- Demonstrated passion for "edible education"; knowledgeable of garden curriculum and skilled in small-scale organic food production, consumption, and/or home gardening. Additional background in outdoor education, science, and nutrition is welcome.

- A bachelor's degree in social work OR 3 to 5 years of experience in the youth social services sector preferred.
- Trained in CPR/First Aid.
- Self-directed with excellent time management and organizational skills.
- A team player with strong interpersonal skills and a positive, collaborative attitude.
- Skilled and creative facilitator, especially with children of diverse learning levels.
- Resourceful, flexible, and able to work in a dynamic and changing outdoor classroom setting.
- Culinary skills a plus.

### **Working conditions and physical requirements**

Work will be based at Tracie's Community Farm in Fitzwilliam, with frequent planning and follow-up work to be performed from your home. Must have access to off-site phone, email, and internet (cell phone and computer, best). This position works directly with Conservancy staff, volunteers, children, and parents/guardians. Time in the field will include traversing uneven terrain in all weather conditions, and the ability to lift at least 35 pounds.

### **Compensation**

\$15 to \$17 per hour, depending on experience and training

### **To apply**

Please send cover letter, resume, and two references to Katrina Farmer, communications and outreach manager: Kids@MonadnockConservancy.org or by mail to Monadnock Conservancy, PO Box 337, Keene, NH 03431, **by June 14, 2018**, to be considered.

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote, and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status.

**[www.MonadnockConservancy.org](http://www.MonadnockConservancy.org)**