



## **Farm Camp Director 2019-2020**

### **Golden Bridges School, San Francisco, CA**

Golden Bridges School is a small, groundbreaking school entering its 7th full school year in September 2019. GBS was founded by Waldorf-trained teachers and currently operates in San Francisco's southern Mission and Glen Park areas, serving preschool through fourth grade with 80 students and 23 staff members. Next year the school will expand to include a fifth grade. The school intends to grow into a full preschool-8th grade school.

The farm is the heart of Golden Bridges School. Situated on Cotter Street, our farm is an undeveloped 3/4 acre green space in the Excelsior neighborhood. We envision it as a living organism, where all parts, including the individual children and teachers, are interconnected and interdependent, thus contributing to a healthy, balanced, and whole integrated farm. We have a growing animal husbandry program, which currently includes chickens, ducks, and rabbits. We care for several in-ground vegetable gardens, flower beds, a small fruit orchard, and an herb garden, and start many seedlings in our 4' by 6' greenhouse. We make our own compost on-site with animal manure and food scraps from our outdoor kitchen. Much of our space has been left "untouched" and overgrown to encourage creative nature play.

#### **Position Summary:**

Under the supervision of the Administrative Director, the Day Camp Director is responsible for the safe operation and instruction of all day camp activities in accordance with camp policies. The Day Camp Director supervises 1) 2-4 part-time staff, 2) scheduling of activities, 3) evaluating staff, 4) check-in and check-out, 4) parent communication, 5) evaluation of the program. The Day Camp Director will also provide the proper planning, execution, and evaluation of the day-to-day programmatic and logistical operations of the Day Camp programs.

Camp operates:

- 8 weeks in July and August
- Several days in November
- 1 week over December Winter Break
- 1 week in February
- 1-2 weeks over Spring Break

This position may also include being a counselor during any or all sessions of camp.

#### **Essential Functions:**

- Responsible for the safety and well-being of all campers and staff throughout the camp program.
- Source, hire, manage and supervise all camp staff.
- Abide by all Golden Bridges School Policies and Procedures.
- Develop and evaluate all camp programs.
- Assign groups for all day campers and staff.
- Evaluate counselors in a constructive way, giving and listening to any feedback.
- Organize and ensure a high level of standards in all activities, themes, meals and specialty programs.
- Establish and implement methods of staff motivation and training.
- Assist peers with various responsibilities.
- Evaluate the camp program with weekly evaluations and feedback from parents.
- Assist with urgent behavioral needs of day campers.
- Run an organized and efficient check-in and check-out to help parents and campers.
- Maintain all paperwork pertinent to the job.

It should be understood that this Job Description has been developed as an outline for basic responsibility. Additional duties may be assigned by the Administrative Director from time to time as deemed appropriate and/or necessary.

**Essential Competencies:**

- **Mission Advancement:** Accepts and demonstrates GBS' values. Demonstrates a desire to serve others and fulfill community needs. Recruits a team and builds effective, supportive working relationships.
- **Collaboration:** Works effectively with people of different backgrounds. Builds rapport and relates well to others.
- **Operational Effectiveness:** Makes sound judgements and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial activity on time.
- **Personal Growth:** Pursues self-development. Demonstrates an openness to change and seeks opportunities in the change process.

**Qualifications:**

She/he must bring to this position an educational background suited to the requirements of the position as well as an understanding and value orientation to Golden Bridges School. The Camp Director must be ambitious with outstanding organizational, human relations, and programming skills. CPR and first aid certification is also required.

**Physical Demands:**

This position would require the ability to listen to others, observe others' actions, read text and information, comprehend instructions and manuals, and have the physical ability to move about the camp property in various environmental conditions. The ability to lift approximately 30 lbs is also required.

**Performance Objectives:**

In order to guide GBS to becoming a premier camp, the Camp Director must possess superb skills in coordinating the proper planning, execution, and documentation of day camp programs.

We look forward to hearing from all interested applicants from around the world.

Competitive salary.

Please send a letter of interest and resume to [jobs@goldenbridgesschool.org](mailto:jobs@goldenbridgesschool.org). Upon receipt of the cover letter, we will schedule a short phone call with a member of our Hiring Committee. Qualified applicants will then be invited to visit the school and farm for an in-person interview.

[www.goldenbridgesschool.org](http://www.goldenbridgesschool.org)

*It shall be the operational policy of Golden Bridges School not to discriminate against any person on the basis of race, color, national origin, religion, sexual orientation or affectional preference, age, or handicap in any of its policies, procedures, or practices. This policy of non-discrimination covers school programs and activities, including but not limited to: academic, admissions, financial aid, educational services, and employment.*