



## **FARM & GARDEN MANAGER - Job Description**

Reports to the Maintenance Director

**Duties:** The Farm & Garden Manager will work in teams and independently to maintain and enrich the practice of regenerative farming at Camp Stevens. This unique role combines maintaining an educational garden environment for guests and campers with growing produce for the camp kitchen. The Farm and Garden 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:

### **Leadership**

- Represents and aligns leadership practice with the mission and values of Camp Stevens through communication, actions and professionalism including but not limited to:
  - Attends and actively participates in all staff and manager/director meetings.
  - Actively participates in and provides guidance for community events and intentional community development.
  - Practices and upholds the standards outlined in Making Camp Stevens a Safe Place and the Code of Conduct.
  - Practices and upholds the current policies and procedures of the organization.
  - Participates in a collaborative work environment between departments.
  - Demonstrates commitment to and practice of the interpersonal skills outlined in the staff handbook and staff training.

### **Personnel**

- Coordinates, recruits, and schedules all garden-related volunteers.
- Organizes and leads camp staff in garden-related projects
- Trains and mentors camp staff and volunteers on garden programs and knowledge base.

### **Administration**

- Maintains systems for recordkeeping, inventory, grantwriting, and impact tracking
- Sets goals and makes plans for the future regarding the farm and garden in collaboration with the camp administration.

### **Farm, Garden and Landscaping**

- Responsible for the production, beautification, and accessibility of the gardens and orchard, including planning and soil preparation, greenhouse management, seed selection, planting, watering, weeding, cultivating, pruning, harvesting, and cover cropping
- Ensures that the garden is managed with environmentally friendly practices, including but not limited to aiming for organic practices whenever possible, water conservation, regenerative practices, pollinator-friendly spaces, and minimization of plastic and waste.
- Coordinates purchasing and care of all garden equipment and supplies, including tools, equipment, seeds, starts, soil amendments, treatments, mulch, etc.
- Plans and organizes the annual garden calendar with the goal of bringing a steady flow of produce into the kitchen across the growing season while also maintaining a hospitable, educational space for campers and guests to visit.
- Supports farm animal management and care in alignment with the 5 freedoms of animal welfare and good husbandry practices by species.
- Manages landscaping around camp buildings with emphasis on beauty, hospitality, and expanding the use of native, drought-tolerant, and edible plants as appropriate.

- Manages the facility's organic waste from start to finish, including tending, flipping, feeding, and managing food, garden, and animal waste compost piles with the end goal of returning finished compost into the garden.

#### **Food Service**

- Collaborate with kitchen staff to ensure planned crops and quantities are desirable for foodservice needs.
- Collaborate with kitchen staff to process/store garden harvests that can't or won't be used fresh.
- Train kitchen staff as needed to harvest salad, herbs, and vegetables
- All staff share responsibility for dishwashing, cleaning, and assisting with food preparation.

#### **Program**

- Assists with the planning and leadership of farm and garden related programs, including school groups, retreats, outdoor education, and summer camps.
- Collaborate with program staff to train staff and create garden-related activities.
- Welcome camp guests into the garden spaces. Lead garden tours with guests as needed.

#### **Facilities and Maintenance**

- Provides general upkeep and repair of all farm and garden facilities including pest management, irrigation, fencing, etc.
- Coordinates with maintenance staff for more in-depth repairs and maintenance

#### **Other**

- Nurtures the body, mind and soul of the staff as well as building a positive staff community.
- Fill in for or assist other employees as necessary.

Salary is subject to Diocesan policy and annual review.

Housing, utilities, food and health/dental/vision insurance is provided.

Additional personnel policies are to be followed as stated in the Camp Stevens Staff Handbook.

The Farm Garden Manager needs to be physically able to hike 5 miles at a time over rough terrain, carry loads of up to 50 pounds, bend over, reach high, and safely perform physically strenuous farm and garden tasks. A clean driving record and the ability to qualify to drive camp vehicles is preferred.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_