



Education Director (Full Time) Position Description

Wisconsin Farmers Union (WFU) is a non-profit membership organization committed to enhancing the quality of life for farmers, rural communities, and all people.

Job Description

The Education Director is primarily responsible for planning, coordinating and managing youth education programs. This includes the day-to-day operations of the youth camp program, as well as actively participating in planning, grant development, program evaluation and administration. There will also be some time spent on development and implementation of educational programming for target audiences or specific topics of interest.

Duties and Responsibilities

Camp Program

- Manage and oversee the WFU Camp Program, including recruitment, registration, promotion, program development, risk management, supplies procurement, fundraising, compliance, and logistics.
- Hire, train, coordinate, supervise, and evaluate all camp-related summer staff and volunteers, including assistant directors, lifeguards, medic, and cooks (total of 15-25 temporary staff and volunteers).
- Live onsite at WFU Kamp Kenwood while camps are in session.
- Collaborate with other staff members to conform to all federal and state regulations as well as American Camp Association accreditation standards. Keep documentation and pass camp inspections.
- Create and implement engaging and developmentally appropriate programming for youth.
- Design camp curricula
- Promote and recruit the camp program year round.
- Help secure funding to support programs and infrastructure for the camp program.

Programs for Children and Young Adults

- Coordinate and manage event planning/logistics for children through young adult educational programs offered by Wisconsin Farmers Union and National Farmers Union.
- Coordinate and arrange for supervision of select childcare programs at programs offered by WFU.
- Work with WFU chapters to plan and implement day camps and other programming for children and young adults



Other Farmers Union Events and Activities

- Collaborate with staff to develop other WFU events and programs including state convention, Emerging Leaders Retreat, and other opportunities as designated.
- Contribute regular articles and information to the WFU newsletter.

Research and Grant Writing

- Identify grant opportunities and write grant proposals.
- Manage grants pertaining to the program area.
- Build and cultivate donor relationships, and actively seek external funding resources.

Outreach and Networking

- Work to raise the visibility of the camp program through networking, partnership development and marketing.
- Participate in conferences and collaborations with relevant organizations.

Administration

- Develop and monitor expenses.
- Comply with relevant regulations for camp and other youth-related programming
- Manage and maintain database(s) and records.
- Develop reports as required by WFU management and funding partners.

Management

- Proactively identify and implement trends that enable WFU programs to evolve and thrive.
- Hire and oversee summer camp staff, camp cooks, and camp counselors.
- Responsible for oversight of youth leaders in the state chapters.
- Evaluate effectiveness of programs and adapt programs to meet the needs of the organization and members.

Qualifications

Required

- Bachelor's degree in education related field (agriculture education, outdoor education, environmental education, special education).
- Experience in working with children, as well as arranging camp accommodations, meals, supplies, and equipment.
- Ability to manage budgets and monitor expenses.
- Proficiency in office software, including MS Word, Excel, and Powerpoint.



- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements.
- Ability to document processes and perform recordkeeping.
- Excellent interpersonal and communication skills.
- Willingness to seek additional approved certifications (ARC First Aid/CPR/AED, ARC lifeguard, Wilderness First Responder).
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Ability to develop rapport and trusted relationships with parents, alumni, youth leaders and stakeholders.
- Exhibit a strong track record of enabling people to do their best work.
- Enjoys relationship-building with parents and campers and thrives in the day-to-day intensity of camp each summer.
- Must be highly organized and able to manage schedules, identify priorities, and be accountable in demanding situations.
- Employment is contingent upon a safe driving record and successful completion of a comprehensive background check.

Preferred

- Demonstrable experience as a camp director managing similarly structured camps.
- Approved Wilderness First Responder (WFR) certification.
- Knowledge of agriculture and/or cooperatives, plus related social, cultural, environmental, and economic issues.

To Apply:

Submit a cover letter, resume, list of three professional references to:

jbomar@wisconsinfarmersunion.com by September 20, 2022.