

# HEAD OF SHOP (ANIMAL FARM)

Job Description: This is a supervisory position; the Head of Shop is responsible for guiding campers, supervising staff, managing shop budgets and materials, including inventory. This person is responsible for the daily operation and weekly scheduling of the designated shop area, Animal Farm. Typically, Heads of Shop work every day from 9 AM to 6 PM, with one hour off per day (in addition to two hours off midday for lunch and rest hour), and one day off per 7-day week. It is up to the Head of Shop to determine, in coordination with their shop staff (i.e. Shop Counselors and CIT's), the shop schedule for the summer.

Shop-specific duties for this position include: Daily watering and feeding of the camp's farm animals; Mucking out of the coops and main pen once per week; Teaching campers about animal care and proper safety protocol when interacting with the animals; Supervising campers when with the animals; Keeping close tabs on the health and wellbeing of every animal, and communicating any medical concerns immediately to the Camp Directors.

Additional duties include: Managing the schedules, safety, and morale of Animal Farm staff throughout the summer; Overseeing shop inventory and organizing resupply of materials when necessary; Routine cleaning and maintenance of the facilities, equipment, and other tools used by the Animal Farm throughout the summer; developing with fellow staff a program and schedule that sufficiently satisfies the demand, education, and interest of campers; Attending regular Head of Shop meetings facilitated by the Program Coordinator(s); Attending regular all-staff meetings for routine updates and news related to camp in the summer; assisting in the de-winterization and winterization of Animal Farm spaces prior to and following the arrival and departure of enrolled campers.

At least one year one experience in a commercial or home farm environment and knowledge of feed and watering routines required. Knowledge of veterinary care and medicine preferred. This position requires working in close contact with hay, a common allergen. Must be able to lift up to 50 lbs and navigate rough terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

Lodging: Dorm-style housing, a short walk from all other camp amenities

**Dates of Employment: June 19, 2024 - August 19, 2024**

**Salary range: \$4,100-\$5,100 for the whole season**