



# Camp Twin Lakes Farm Manager Job Description

**Title:** Farm Manager

**Status:** Professional- Full Time

**Department:** Program

**Reports to:** Chief Experience Officer

Camp Twin Lakes (CTL) is a nonprofit organization that provides year-round recreational, therapeutic, and educational programs for children and young adults facing serious illnesses, disabilities, and life challenges. In collaboration with more than 60 partnering organizations, Camp Twin Lakes provides transformative camping experiences at two fully accessible campuses in Rutledge and Winder, Georgia. Camp Twin Lakes serves children with serious illnesses, disabilities, and life challenges. Camp Twin Lakes provides year-round, fully accessible, and intentionally designed camp programs that teach campers to overcome obstacles while creating shared experiences with other children who face similar challenges. Baldwin Farm at Camp Twin Lakes provides farm based educational programming for our campers and cultivating farm products, eggs, and produce for use in our dining halls. CTL is in the final phase of a capital campaign and is building a new campus to increase capacity by more than 30%. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org).

## **Summary:**

The Farm Manager oversees all aspects of Baldwin Farm at Camp Twin Lakes and ensures its success. They guide farm staff in identifying the right goals and support them in achieving those goals. The Farm Manager evaluates data and makes decisions that move the farm forward. They create workflow structures and pacing that emboldens farm staff to be highly productive, organized, and creative. They are responsible for problem solving and managing programming and production staff to insure high standards in farm-based programming and food production.

## **Essential Duties and Responsibilities:**

Responsibilities include the following: other duties may be assigned.

- Coordinate with camp leadership to ensure the farm is serving the goals and needs of camp.
- Manage farm staff team to set goals and support goal attainment.
- Work alongside farm staff on chores and labor with animals, gardens and programs.
- Recruit full time, seasonal, and part-time staff members in production and program
- Create yearly, monthly, and weekly plans, along with longer range vision of the Baldwin Farm's impact on the campers of Camp Twin Lakes.
- Manages use and care of Farm Equipment, including farm vehicles, with the support of the Camp Maintenance team.
- Ensure that materials and supplies are acquired responsibly.
- Ensure that all animals entrusted to the Baldwin Farm are cared for appropriately.
- Plan and Manage farm budget and payroll.
- Partner with the Director of Food Services to incorporate farm products into the food program and create a close connection to enhance both the farm and dining experience.
- Collect and evaluate farm data.
- Evaluate farm workflow and staff pacing and make changes as needed.

- Keep skills sharp while continuing to learn in all areas of farm production and programming
- Create collaborations with other organizations to reach mutually beneficial goals, including schools, colleges, other farms, and other community-based organizations.
- Work 1-2 weekends per month