



www.bloomfield.org
www.schoolfarm.org

Job Title: Assistant Camp Coordinator

Employment Dates: June 2, - Aug 18, 2025 (No camp July 3rd & 4th)

Days and Hours: 8:00 am - 4:30 pm, Monday - Friday

Rate of Pay and Benefits: \$17.80 - \$23.55

About: Bowers School Farm, operated by Bloomfield Hills Schools, is a working farm that provides authentic, place-based learning experiences for schools and community groups. It is housed on 90 acres within Bloomfield Hills. The farm is open year-round for educational and community programs. Each summer, over 800 youth, ages 3-14, participate in Camp programming. At our unique site, campers are met with the opportunity to deeply explore agriculture and the natural world while creating friendships and lasting memories.

Position Overview: The Assistant Camp Coordinator will support the daily operations of on site camp programs. This includes but is not limited to supporting staff members, ensuring site safety, planning and supporting activity facilitation, and communicating with camp parents/guardians. The ideal candidate will be passionate about the magic of camp and cultivate an enthusiastic, engaging, safe and welcoming environment that optimizes our mission of youth development.

Primary Responsibilities:

- Ensure safety of camp participants
- Oversee daily camp set up and clean up
- Serve as the camp lead staff in the absence of the Camp Coordinator
- Design and plan place-based activities for campers
- Collaborate with Camp Coordinator to plan and effectively deliver staff orientation and training
- Create daily and weekly camp activity schedules
- Coordinate guest speaker presentations
- Provide direct support to Camp Group Leaders
- Lead impactful group discussions, including end of the day staff reflection
- Provide ongoing feedback to staff
- Organize, inventory and purchase camp activity supplies

Responsibilities of All Camp Staff:

- Ability to multi-task and be highly flexible within an active farm environment
- Strictly comply with all safety protocols, including those in place for interacting with livestock
- Commitment to camper learning, personal growth, professional development, and diversity, equity, and inclusion is required
- Communicate effectively and responsibly with all camp participants including campers, volunteers, and staff
- Must have the creativity, flexibility, and understanding required to work with a variety of people in a collaborative, team-oriented work environment
- Able to be physically active and on your feet for most of an 8-hour workday in various weather conditions
- Ability to meet the physical demands of the position (i.e. animal care, traversing uneven terrain and stairs, lifting up to 25-30 lbs, and occasionally up to 50 lbs.)
- Support other components of the Camp program, as needed

What are we looking for?

- Minimum age of 21 years old
- College graduate, with utmost level of maturity
- Experience working with children, required. Experience with preschool – 6th grade preferred
- Minimum of 8 weeks of cumulative full-time work experience with a Camp Program
- Minimum of 4 weeks of full-time administrative experience in an organized camp
- Demonstrated program development or project management experience, preferably within an outdoor education facility
- Commitment to camp spirit: A willingness to lead by example to encourage youth to step past their comfort zones. This may include singing loudly, dancing alone in front of an audience, and at times, being unapologetically peppy
- Prior knowledge or strong interest in agriculture/food systems, animal handling, gardening, cooking, public health, place-based learning is preferred
- Familiar with State of Michigan Camp Licensing rules is preferred
- Playful, flexible, hardworking, problem solver

Reports to: Camp Coordinator

Key Collaborators: Camp Group Leaders

Location: In-person, local

Method of application:

All applicants must submit an application at: [Bloomfield Hills Schools Job Postings Page](#)

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