

Hallockville Museum Farm-Peconic Community School

Education Programs Director

Position Description

Background. Hallockville Museum Farm (HMF) is a not-for-profit organization with a mission of re-connecting the community with its shared agricultural and rural heritage. The 28-acre farm preserves nineteen historic structures, some of which date back 250 years. Hallockville is listed on the National Register of Historic Places and is a Riverhead Town landmark.

Peconic Community School (PCS) is an independent progressive elementary school on the East End of Long Island for children ages 3-11 whose mission is to foster resilient, reflective, compassionate learners in a safe, trusting and caring environment. PCS provides children with collaborative, multi-age, integrated, project-based and community-focused learning opportunities.

The Education Programs Director position is borne out of the successful partnership between HMF and PCS in presenting one the East End's most popular summer camps for children ages 3-12. The Arts on the Farm camp has grown over the last 6 years and has a reputation of excellence. The camp accommodates 60 to 70 children each week and is typically at near capacity for all seven weeks.

Based on the success of the Arts on the Farm summer camp, HMF and PCS will be adding year-round programming including school break camps, Parent/Child programs, and after-school activities. The Education Programs Director will be integral to the continued success of the summer camp and the success of the expanded program offerings.

Overview of Responsibilities. The Education Programs Director will be the primary person responsible for planning, administering, and supervising the Arts on the Farm Summer Camp. The individual will also be responsible for developing and implementing additional educational programs designed for children ages 2 through 15. The position is also responsible for administering the Museum Farm's school visitation program. The position is full-time and will report to both the HMF Executive Director and the PCS Co-Executive Directors.

General Skills Required. Candidates should possess the ability to:

- Work independently as well as collaboratively in a dynamic work environment.
- Be highly organized and able to manage multiple projects.
- Interact effectively, joyfully, and sensitively with individuals of all ages.
- Communicate clearly and concisely, both orally and in writing.

Educational Skills Required. Candidates should have experience in:

- Developing and planning educational programming for children ages 2 through 15.
- Creating innovative, creative educational programming.
- Implementing educational program delivery.

Technical Skills Required. Candidates should be proficient in:

- Office software applications including those related to word processing, database management, spreadsheet preparation, and graphics presentation.
- Familiarity with social media and website platforms.

Education, Training, and Experience. A minimum of a Bachelor's degree is required. Proven ability to develop and coordinate educational programs is required. Evidence of supervisory roles is desirable. Prior experience with an educational, camp, and/or not-for-profit organization is desirable.

Work Schedule and Compensation. The position is full-time and averages 35 to 40 hours per week. There may be occasional need to work during weekend hours. Compensation is based on an hourly wage and will be commensurate with experience.

Application and Contact. Applications will be accepted until a suitable candidate is selected. Applicants must submit a (i) cover letter outlining interest in the position, and (ii) resume that details education, skills and experiences, employment history,

and other relevant information. Applicants should also be prepared to provide the names and contact information for two (2) references that are familiar with the applicant's previous and/or current employment history.

All application materials including salary requirements must be submitted to herb@hallockville.com as attached documents (pdf format). Questions can be addressed to Herb Strobel, Hallockville Museum Farm, 6038 Sound Avenue, Riverhead, NY 11901; 631-298-5292.