Vacancy Announcement
Communications Coordinator – 2020 Summer Camp
Charles L. Bowers School Farm

Applications are being accepted for Communications Coordinator.

Responsible to: Manager of the Charles L. Bowers School Farm

Overview:
The 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. The Bowers School Farm Camp provides children ages 3 to 14 an opportunity to explore science and agriculture while creating lasting memories and friendships.

Position Summary:
As the Communications Coordinator, you will be responsible for documenting the camp experience through photography and the camp blog. On a daily basis, you will photograph and update the camp blog (www.ExperienceBowers.com), create videos and post on social media all for the purpose of communicating program highlights with parents and community members. The Communication Coordinator must be able to effectively capture all daily aspects of camp (i.e. time management, project planning), work well with the camp team and be physically able to work outdoors in various weather conditions.

Rate of Pay: Based on Experience

Camp dates and Schedule:
Monday – Friday 8:30 am – 4:30 pm with optional extended day hours available. Mandatory training dates are June 8 - June 19 and camp dates are June 22 – August 21 with a break from July 6 – July 10. Camp staff must be available for these dates! Exceptions will be made for pre-service and in-service educators.

Primary Responsibilities:
- Capture high-quality photographs and video content throughout each day. This includes morning ceremony and activity times for Barnyard Buddies (ages 3-5), Farm Camp (ages 6-10), and Advanced Camps (ages 11-14).
- Create videos and photo slideshows of the camp experience to share with families at the end of the week.
- Update the camp’s social media profiles and blog with new and engaging content in order to keep parents informed of what is going on at camp.

What are we looking for?
- Current college students and/or college graduates.
- Experience creating communicative literature (e.g. website development, business branding).
- Excellent written and oral communication skills.
- Ability to prioritize and manage multiple projects.
- Have experience with photography, videography, editing software, and various online social media platforms, specifically Facebook and Instagram.
- Desire to work with and serve as a role model for campers by upholding appropriate behavior throughout the camp day.
- Able to be physically active and on your feet for most of an 8 hour day.
- Interest in healthy living, agriculture and/or science-based learning.
● Adobe Photoshop and iMovie experience a plus.

**Method of Application:**
All applicants who would like to be considered for this position must submit an application at: Oakland Human Resources Consortium.

It is the policy of the Bloomfield Hills Schools not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Inquiries related to discrimination on the basis of disability should be directed to the Section 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources and Labor Relations, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.
Vacancy Announcement
Events Leader
Bowers School Farm & E. L. Johnson Nature Center

Applications are being accepted for **Events Leader**. This is a Bloomfield Hills Schools Conditions of Employment for Unaffiliated Staff position.

**Date:** 2/18/2020

**Responsible to:** Business Coordinator

**Rate of Pay:** $16.00 - $19.00 per hour

**Description:**
Full-time/part-time

The Event Leader is the primary point of contact for on-site weddings, private and social events. Responsible for effectively selling event space. In addition, sell food, beverages and special off-site function planning services for events. Working directly with the clients throughout the entire booking and planning process. Monitors booking space and handles all event related details, while keeping quality consistently high.

**Qualifications and Requirements:**

- Experience in restaurant and/or convention event planning sales and services.
- Knowledge of the state requirement policies and procedures for banquet catering (food and beverages).
- Knowledge of general sales techniques and customer service skills.
- Strong time management and organizational skills.
- Good conflict management skills.
- Excellent attention to detail and follow up skills with clients.
- Bachelor’s degree from an accredited College/University.
- Must have the creativity, flexibility, and understanding required to work with a variety of people in a collaborative, team-oriented work environment.
- Must work well in stressful, high pressure situations.
- Must be committed to the mission and purpose of Bloomfield Hills Schools, Bowers School Farm and the Johnson Nature Center.
- Strong and effective organization and written and verbal communication skills required.
- Proficient in computer operation skills (Google suite, Excel, PowerPoint, Qualtrics, etc.)
- Currently hold child and adult CPR/first aid or willingness to become certified.
**Duties and Responsibilities:**

- Assist clients in all planning of events including menu planning, beverage selection, event set-up and other services requested by clients; assures that all requirements are efficiently communicated and completed to client specifications.
- Calculate and write-up proposals for events.
- Organize events to meet deadlines (generate event orders, facility and staffing needs, vendor responsibilities, etc.)
- Handle all event and banquet inquiries.
- Maintain contact and effective communication throughout the planning process to ensure the highest level of guest satisfaction for all clients.
- Work closely with vendors to coordinate (flowers, entertainment, decoration, A/V, etc.) and ensure successful events.
- Be present onsite at the start of each event to ensure proper event setup and satisfaction of client.
- Follow up with clients for client feedback.
- Attend event conferences and menu tastings.
- Must be able to balance the mission focused efforts of the facility with the revenue-generating activities.
- Maintain regular attendance, which will vary based on the client needs.
- Posting to all social media sites and respond to inquiries.
- Performs other duties as assigned by Director or Coordinator.

**Physical Demands:**

Ability to meet the physical demands of the position (i.e., tractor driving, animal care, hiking, lifting up to 25-30 lbs and occasionally up to 50 lbs.)

**Method of Application:**

Applicants must submit an application at: [Oakland Human Resources Consortium](http://www.oaklandhumanresources.org).

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Applications are being accepted for Equestrian Coordinator. This is a Bloomfield Hills Schools Conditions of Employment for Unaffiliated Staff position.

Date: 02/18/2020

Rate of pay: Negotiable, based on experience.

Description:
Varies between 16-32 hours per week

The Equestrian Coordinator will be responsible for the coordination and development of a comprehensive equestrian programs, including therapeutic horsemanship, social and emotional learning activities, community recreation and integration with the summer camp program.

Qualifications and Requirements:

- Candidates must have significant experience, certifications and/or accomplishments that demonstrate a variety of experiences and knowledge about horses and human experiences.
- Inspired by the mission and purpose of Bowers School Farm. This includes innovative project-based learning, youth development and empowerment, in addition to creating a safe and welcoming space for all to speak, learn and grow.
- Experience working with youth, especially teens and those with special needs.
- Able to be physically active and on your feet for most of an eight-hour day in various weather conditions while maintaining a positive attitude.
- **Passionate about all things equestrian.** Ability to share your knowledge with others in a creative, fun-loving way.
- Ability to deliver expert supervision of youths and adults with and around horses.
- Willingness to work hard to grow the program based on community interest.
- Must have entrepreneurial spirit with a student focus.
- Organized and flexible problem-solver. Ability to fine-tune program efficiency, learn new strategies for driving overall performance, while being able to quickly adapt to the ever-changing life on the farm.
- Be trained in CPR, First Aid and/or willing to seek certification and certifications that contribute to a successful program.

Duties and Responsibilities:

- Communicate, collaborate and be a cohesive member with Site Coordinator, Camp Coordinator, Horse Camp Director, Agricultural Science Instructor and Bloomfield Hills High School Equestrian Coach while planning and leading activities.
- Develop new activities to advance the program.
- Manage equestrian volunteers.
• Collaborate, support, and enhance the community horse program through the Friends of Bowers Farm.
• Manage herd health in cooperation with the animal care team, including farrier, vet and nutrition of the herd.
• Oversee and mentor children and adults of all ages in addition to high school students and volunteers.
• Organize the farm site pastures to best care for the health and well-being of the horses.
• Prioritize participant-horse safety.
• Recognize and respond appropriately to hazards.
• Recognize and respond appropriately to the physical symptoms of illness and camper injuries.

Please apply online at: Oakland Human Resources Consortium. For more information, please call at 248-341-6475.

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