



CAMP KENT Program Developer & Caretaker



The City of Amesbury acquired Camp Kent, a former Girl Scout camp, in 1997. The 16.51-acre camp, consisting of fields, wetlands and forest areas is located on South Hampton Road and is abutted by 85 acres of conservation land owned by the City. The camp is located on Lake Gardner and has a lodge to house the camp caretaker and a public meeting room. In past years, the City has run an extremely popular summer program at the Camp, as well as sailing and boating programs and special seasonal nature-based events.

The City of Amesbury will provide free housing to the caretaker for a period of two years in exchange for assisting the City in developing programs, conducting monthly family programs for the community, working with the Amesbury Public School system for the camp for residents, and providing funding sources such as grants and programming. In addition, the caretaker will research and implement additional programs using available resources such as the Audubon Society, Mass DEP, etc.

The caretaker is also responsible for property management, general landscape maintenance, storm clean up and mowing.

The individual will work directly with the Youth Recreation Director, Office of Community and Economic Development, the City's Conservation Commission and the Parks and Recreation Commission.

The house has one large bedroom, big living room, kitchen and dining area to include dishwasher, laundry, stove and refrigerator. Beautiful property on the Powwow River leading to Lake Gardner.

Goal: To provide the very best passive recreational use of the Camp Kent Nature Center in the interest of all the citizens of the City.

Responsibilities include the following:

Program Developer/Implementer

- Direct Camp Kent Summer Program, specifics to be discussed during the interview phase.
- Invite all teachers of all grade levels to use the facilities at Camp Kent and work with the Amesbury Public Schools to develop a seasonal curriculum.
- Understand the State Frameworks, MCAS, and K-12 Curriculum so that the vacation and or weekend programs complement rather than overlap the school year programs.
- Coordinate Camp Kent activities with programs currently in place at the Middle School.
- Help develop budgets, inventory, staffing and funding sources for ongoing and special activities.
- Coordinate activities with Battis Farm and Powwow Hill contiguous properties, the "Powwow River Conservation Area", such as the Lake Gardner Improvement Group.
- Collaborate with City and regional groups and individuals to develop appropriate additional Camp Kent activities and events. Responsibilities may include the following activities:
 - contact environmental groups and others to promote environmental and seasonal activities at Camp Kent;
 - develop, implement and supervise monthly community events at Camp Kent;
 - approve requests for non-school related Camp Kent use;

- oversee daily activities and contract arrangements when needed;
- develop a calendar of Camp Kent events;
- develop Volunteer Naturalist Training after school program;
- Provide promotional materials as needed, such as web site development and social media updating, pamphlet and leaflet design, print coordination and dissemination, such as Summer Program brochure and event flyers.

Caretakers for Camp Kent

- Maintain Camp Kent site, signage, buildings, CK trails and boardwalk.
- Provide general landscape management to include raking, clipping, weed control, and mowing. etc.
- Coordinate signage issues, and coordinate trail clearing on the balance of the Powwow River Conservation Area.
- Report building and site issues to Recreation Director or assistant recreation director.
- Responsible for property management such as coordination of bathroom closing and “water shutdown and start -up” etc.
- Coordinate restoration of old Lodge and Adirondacks.
- Be able to lift 50 lbs. or more.

Contract Term, Evaluation

Candidate's term is for two years from hire date. In concert with the selected candidate, quarterly milestones will be set. The candidate will be required to provide updated monthly activities to meet these quarterly goals, and meet biweekly with the City's Youth Director. Evaluations will be held at six months and one year. Schedule and hours will be arranged with the Dept. and the candidate to reflect program needs and privacy requirements.

Requirements:

- Candidate must have demonstrated background in outdoor education, and should have strong experience or education in the development of nature education and recreational programs. In addition, the candidate must have good communication, computer skills, ability to deal with the public, while being self-motivated and resourceful in program development.
- Candidate must be able to coordinate building and property issues as well as provide general property maintenance.
- Candidate will need to pass a state “CORI” background check.

The City expects to fill the position by March 1. Respondents shall submit the following to Kathy Crowley, Youth Recreation Director, 68 Elm St., Amesbury MA 01913

Copy of Application (attached)
 Copy of resume(s)
 Answers to questions attached

Candidate Questions to be submitted with application and resume:

1. What do you see as the objectives of Camp Kent as a nature camp?
2. Who do you see as user groups?
3. What programs would you develop and how would you develop them?
4. What public/private resources would you bring to the camp?
5. How will you balance the work at Camp Kent with having another job?
6. Provide an outline for a two-year program with quarterly goals.
7. Provide a seasonal breakdown of proposed activities.
8. Are there issues you see the City and Caretaker needing to clarify?
9. How many hours a week should the caretaker work in lieu of paying rent?

Attention to respondents is called to the fact that:

1. A lease agreement will be signed.
2. A valid driver's license is required
3. A security deposit of \$1,000 is required for the caretaker's unit.
4. A six-month review of performance will be completed at which time the lease can be extended eighteen months.
5. The successful respondent must agree to a police background check (CORI).
6. The successful respondent is responsible for heating cost (gas), all electric utilities and cellphone.
7. A contract will be signed between respondents and the City of Amesbury which will incorporate responses of the successful applicant.

Town of Amesbury is a EEO, AA employer