



**Date:** May 2025

## **Job Description**

**Position Title:** ASA-BCS Summer Program Coordinator

**Reports to:** BCS Executive Director and ASA's Community Engagement Manager

**Status:** Full-time, Seasonal, Hourly, Non-exempt

**Location:** ASA's and BCS's offices in Greenwich, NY, with Remote Work

*ASA is a community-supported, nonprofit conservation organization founded in 1990 to protect the community's working farms and forests, connect people to the land, and promote a vibrant future for agriculture and forestry in the region. To date, ASA has conserved 180 properties totaling more than 32,792 acres of land, including two community forests.*

*BCS is a nonprofit agency founded in 1999 to support individuals with disabilities to reach their full potential by fostering individuality and independence, recognizing their unique strengths and abilities, and promoting community integration and awareness. BCS assists individuals with developmental disabilities to obtain a better standard of living than they might otherwise expect.*

### **POSITION SUMMARY:**

This seasonal, full-time position is the result of a pilot partnership project between the Agricultural Stewardship Association (ASA) and Battenkill Community Services (BCS) to join resources and expand their outreach and learning opportunities. The ASA-BCS Summer Program Coordinator will help organize, schedule, and lead interactive educational programs for groups of diverse ages and abilities, connecting them to working farms, forests, and other area amenities throughout Rensselaer and Washington Counties.

ASA and BCS are seeking a self-motivated individual who is knowledgeable about the area, passionate about agriculture and land conservation, and enjoys working with children and adults. This is a full-time seasonal position to help expand both organizations' community outreach and partnerships.

The ASA-BCS Summer Program Coordinator will be responsible for coordinating outreach and educational programs for various community groups, including the clients at BCS. The Summer Program Coordinator will incorporate the practice and promotion of ASA's and BCS's core values, which include respect, teamwork, accountability, problem solving, a "can do" attitude, and professionalism.

This position will split time equally between both organizations located in Greenwich, NY. For example, two days could be for ASA, two days for BCS, and the fifth day could be a combined program for both organizations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **ASA Community Programs and Events (50%)**

- Work closely with ASA's Community Engagement Manager (CEM), assists with organizing and setting up venues, communicating with farmers and partners, coordinating the logistics of the summer programs and events, and implements community educational and outreach programs primarily in Rensselaer County.
- Collaborate with others, as needed, to help support the programs.
- Help develop new programs for children and adults of diverse ages and abilities to connect them with agriculture, forestry, land conservation, and ASA.
- Assist with building stronger ties among community partners and stakeholders that may lead to new ideas and opportunities for further rural and urban collaboration in Rensselaer County.
- Assist with the development and communication of messaging for programs and events.
- Represent ASA within the community through events and programs.
- Assist CEM with ASA's Forever Farmland Supper and preparation for Landscapes for Landsake art exhibit, as needed.
- Assist with daily office tasks as assigned.

### **BCS Group Day Habilitation Support (50%)**

- Working under the guidance and supervision of the Group Day Habilitation Manager, assists in organizing and implementing activities and events throughout Rensselaer County by communicating and coordinating with volunteer organizations and other community partners
- Drives a BCS vehicle with program participants to off-site locations for activities and events throughout the Capital Region
- Represent Battenkill Community Services when engaging in community activities
- Collaborates with community partners, program participants, and agency staff to support educational and recreational opportunities
- Provides education and guidance to promote learning and growth with a recognition of each participant's learning style.
- Engages with program participants to ensure active participation in community engagement
- Builds positive relationships to establish and maintain and network of community relationships
- Completes daily documentation and travel records
- Assist with other agency tasks as assigned

## **Qualifications:**

To perform this job successfully, an individual must be able to successfully complete all mandatory background checks and training as assigned and perform each essential duty

satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education/Experience:**

- Some knowledge of farming and/or gardening and plants and animals;
- Some knowledge of food preparation, specifically with farm-to-table techniques;
- Strong communication, organization, and time management skills;
- Knowledge of Troy, Rensselaer County, and the Greater Capital District region preferred;
- Proficient computer skills;
- Ability and willingness to take initiative, meet new people, and multi-task effectively and with humor.
- BA/BS from an accredited college or university preferred;
- CPR or first aid, a plus.
- At least one year of experience as a teacher, substitute, or care provider preferred; or one year of related experience and/or training; or an equivalent combination of education and experience.

### **Certificates and Licenses:**

- Valid NYS Driver's license
- Your own transportation is required for ASA work
- Must be comfortable driving large vehicles for BCS work

### **Work Environment and Physical Demands**

- While performing the duties of this seasonal job, the employee will frequently be exposed to outdoor weather conditions.
- The employee must occasionally lift and/or move up to 25 pounds.
- Part of this job will involve walking over varying terrain, including farms and woodlands.
- While performing the duties of this job, the employee will regularly be required to talk, hear, stand, sit, walk, bend, and occasionally assist in guiding others with walking

### **Compensation and Employment Terms:**

- \$25/hr and the ability to work 4-5 days a week for 40 hours per week, which may include an occasional evening or weekend as arranged in advance.
- Ability to work for eight weeks between June and August; start date can be flexible.
- July 4 is a paid holiday
- Eligible for mileage reimbursement for ASA work

ASA and BCS are equal-opportunity employers and are committed to enhancing diversity, equity, and inclusion in both organizations. People of color, women, LGBTQIA+ individuals, and people with disabilities are encouraged to apply.

**To apply, email your resume and cover letter to Kara O'Malley Scieszka at [kara@agstewardship.org](mailto:kara@agstewardship.org).**