

## **Job Description- Noggins Corner Farm Ltd.**

**Title:** Agri-Education, Group Tours Manager

**Reports to:** Operations Manager

**Based at:** Noggins Corner Farm, Greenwich, Nova Scotia

**Job Term:** Part time to full time, seasonal, weekends, weekdays, evenings

**Season:** Mid May to End of June AND August to Early November

**Hours per Week:** 35-40

**Wage:** \$12.50 – 13.50

### **Job Summary:**

Responsible for programming and operations of busy Agri-Education tours on Noggins Corner Farm. In charge of all staff hiring and training for spring and fall tour groups as well as the outreach and follow up with different groups and schools before each season begins. Ensure proper invoicing is distributed for each group. In charge of the purchasing and upkeep for materials used for School Tours including, first aid supplies and the farm grounds. Empower your staff to create an optimal experience for groups visiting the farm.

\*Winter work and job opportunities to be discussed post season.

### **Key Responsibilities and Accountabilities:**

- Organize all necessary components for weekday group tours.
- Update programming to meet both your own and NS curriculum expectations.
- Effectively operate all cash and payment systems in accordance with company procedure, including handling and adjustment of invoices.
- Well-versed on all aspects of Greenwich farm operation.
- Responsible for all Geocaching activities and maintenance.
- Responsible for all clean up after scheduled groups and other duties as assigned.
- Programming, hiring and operations of Farm Camp, a Summer Day Camp operation
- Communications with Maize Quest on the theme, and layout of the Corn Maze for each new season
- Responsible for ordering of new/necessary materials for both the Corn Maze and School Tour seasons.
- General ground's upkeep in Corn Maze and Family Fun area.
- Hiring and Training of School Tours Staff, including police checks and vulnerable sector screening

### **Education/Work Experience**

- Post-Secondary education preferred
- Must be 19 years of age or older
- Previous group leading/tour guiding or camp counsellor experience an asset
- First aid training
- Minimum 1 year managerial experience

### **Skills:**

- Engaging and comfortable speaking in front of small and large groups
- Independent, forward thinker
- Comfortable working outdoors
- Takes initiative for work that must be done
- Physically capable of being active and mobile for the duration of a work day outdoors