



Growing food. Growing minds. Together.

Job Description: Goodman Youth Farm Crew Leader

Reports to: Goodman Youth Farm Manager

Purpose:

To assist the Youth Farm Manager in all aspects of farm and program management, including but not limited to: leading field crews of students, interns, and volunteers, developing educational programming, preparing program supplies, maintaining farm records, and facilitating large group activities.

Status:

Non-exempt position. Seasonal, part time: twenty hours per week April 7-October 29, 2015.

Essential Functions:

1. Field Crew Leader

The Goodman Youth Farm is a half-acre urban farm that focuses simultaneously on providing high quality organic vegetables and high quality agriculture-based education to the surrounding community. This requires us to prioritize tasks and work efficiently, while maintaining a fun and cooperative working environment. Ensuring that field crews of all types are able to achieve both of these goals is the primary role of the Crew Leader. Specifically, the Crew Leader will:

- Lead educational programming for student field crews, including age-appropriate behavior management strategies, creative teaching techniques, working knowledge of safety considerations, and positive relationships with students, teachers, and chaperones.
- Lead field crews of up to eight interns and thirty volunteers. This includes: demonstrating and assigning duties as needed, ensuring proper tool use and care, cultivating a positive group attitude and sense of accomplishment, transitioning crews efficiently between tasks, and working alongside the crew to complete planting, cultivation, pest control, harvesting, produce delivery, and other farm tasks.
- Maintain a working knowledge of farm tasks, including the ability to prioritize tasks based on crew type, weather conditions, safety considerations, and other factors.
- Communicate with the Farm Manager regarding staff needs, weekly farm priorities, and ongoing projects.

2. Program development and preparation

The Youth Farm served over 1,800 students during the 2014 season, and we continue to grow our programs to reach new students. In preparation for student visits, the Crew Leader will:

- Assist the Farm Manager and intern crew in planning upcoming program activities for students, including developing new activities as necessary.
- Assist the Farm Manager in creating and delivering professional development experiences for interns.
- Maintain a working knowledge of farm set up and clean up tasks for programs specific programs, with ability to lead each in a time-efficient manner.
- Assist the Farm Manager in recruiting new field trip and volunteer groups as necessary.

3. Maintain farm records

A lot happens on the Youth Farm in one day, often simultaneously. Even though we are busy running programs and working in the field, it is important to maintain complete and accurate records for grant

reports, program promotion, and future planning. The Crew Leader will maintain, or supervise interns in maintaining, the following records:

- Harvest weights
- Student attendance
- Volunteer hours
- Daily debrief notes
- Weekly program supplies needs list
- Weekly field notes

4. **Additional Responsibilities**

- Serve as Youth Farm liaison for visiting groups as needed, including welcoming groups, leading opening and closing activities and announcements, and managing group rotation times.
- Assist with monthly Saturday morning volunteer days and public programs as needed.
- Assume leadership of daily schedule, staff management, and program activities in situations where the Farm Manager is absent.
- Take an active role in his or her own professional development by designing personal goals and projects with the Farm Manager.
- Complete other tasks as assigned by Farm Manager.
- Attend relevant meetings and assist with other Community GroundWorks events.

Qualifications:

- Experience leading educational programs, especially outdoor programs.
- Experience working with youth, both individually and in groups.
- Ability to manage groups of staff and volunteers of all ages through role modeling, participatory leadership, and cooperative delegation.
- Ability to cultivate a positive and collaborative working environment.
- Strong interest in sustainable agriculture – experience growing vegetables preferred.
- Experience working with diverse groups of people.
- Excellent organizational skills.
- Excellent communication skills.
- Ability to maintain a positive attitude in all situations, including adverse weather conditions.
- Ability to handle multiple tasks simultaneously.
- Ability to handle stressful situations in a calm, effective manner.
- Ability to follow through on commitments.
- Ability to lift and carry 50 pounds.
- Willingness to work occasional odd hours (evenings and weekends)
- Ability to use computers, including experience with Microsoft word, excel, and internet communication programs.
- CPR and First Aid Certified, or willing to obtain.

Work Schedule: The Crew Leader will work a similar schedule to the farm interns and manager (below), as well as approximately five additional hours per week (flexible schedule).

Youth Farm Schedule:

Summer (June 15 to August 21): 7:00 AM to 12:00 PM on Mondays, Tuesdays, and Thursdays.

Spring (April 7 to June 11) and fall (September 8-October 29): Tuesdays from 8:00am-5:30pm and Thursdays from 8:00am-1:00pm.

Compensation: \$10/hour