**Position Overview**

Youth Farm Education Coordinator

Marion Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk Counties.  Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

**At the Food Share, our commitment is to:**

*▪ Treat all people as our neighbor ▪ Encourage creativity and be willing to take risks*

*▪ Listen first and seek to understand ▪ Focus on shared goals*

*▪ Celebrate diversity, ensure dignity and act equitably*

**Statement of Purpose:** To engage young people in increasing community food security through sustainable, urban vegetable farming and community-based produce distribution.

**Summary of Role:** The Youth Farm Coordinator is responsible for coordinating logistics and content delivery for both the Farm Crew and Farm Share Rx programs. This position increases the Youth Farm’s community impact by providing engaging volunteer opportunities, by organizing educational activities that inspire and empower youth, and by fostering a welcoming atmosphere wherein all members of the community participate in growing and enjoying farm fresh produce.

**Core Areas of Responsibility**

* Youth Programs: Develops and coordinates meaningful educational opportunities for youth program participants and volunteers, including field trips, workshops, trainings, and daily mentorship during the summer Farm Crew program;
* Farm Share: Coordinates the distribution of prescription vegetable boxes to program participants and organizes supporting nutrition education components.
* Farm Operations: Seasonally supports staff, interns, and volunteers in all aspects of small-scale organic vegetable production.

This position has no supervisory responsibilities but will provide leadership, guidance and training to volunteers and youth program participants.

**Areas of Responsibility, Evaluation and Essential Functions:**

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| * **Youth Programs: Develops and coordinates meaningful educational opportunities for youth program participants and volunteers, including field trips, workshops, trainings, and daily mentorship during the summer Farm Crew program.**
* Recruits and enrolls youth participants for winter trainings and workshops.
* In collaboration with program manager, develops and delivers engaging workshops to involve teens in sustainable agriculture and community food security work.
* Develops educational content that is responsive to the diverse experiences of youth participants.
* Trains Youth Crew Leaders to supervise effective field work crews.
* Promotes youth leadership in all aspects of farm programming.
* Orients and supervises youth volunteer groups year round to assist with farm work.
* Collaborates with Garden Program Coordinator and key community partners to offer a range of educational workshops to teens and adults related to gardening, farming, nutrition, and community food security.
* Implements evaluation measures to gather program feedback and help guide future program direction.
* **Farm Share: Coordinates membership enrollment and distribution of prescription vegetable boxes to program participants and organizes supporting nutrition education components.**
* Collaborates with partner health clinics to enroll Farm Share members and manage program waitlist.
* Support seasonal Farm Share Assistant and youth participants in distributing produce at clinic sites.
* Support seasonal Farm Share Assistant in communicating with program members to promote retention.
* Collaborates with OSU Extension and other partners to provide supporting nutrition education components that are accessible and culturally appropriate.
* Implements evaluation measures to gather program feedback and guide future program direction.
* **Farm Operations: Seasonally supports staff, interns, and volunteers in all aspects of small-scale vegetable production.**
* Supports Program Manager in developing sustainable farming strategies for farm site.
* Coordinates and supports volunteers in spring greenhouse propagation and field transplanting.
* Supports youth participants in harvesting, washing and packing operations to benefit Farm Share distributions.
* Helps maintain accurate records of planting and harvest activities.
* Other duties as assigned**[[1]](#endnote-1)**

**Education and/or Experience; Certificates/Licenses/Registrations:*** This position typically requires Bachelor’s degree and 1-2 two years of experience in a related field; or an equivalent combination of education and experience
* Prior experience working with youth in farm/garden or environmental education setting required.
* Gardening skills required; prior experience working in a production farm setting preferred.
* Intermediate Spanish skills (written and verbal) preferred.
* Must maintain current First Aid/CPR certification.
* Must pass pre-employment drug screen and full background check, including driving record check.
* Must have current driver’s license, auto insurance and be cleared to drive company vehicles.

**Necessary Knowledge, Skills and Abilities:*** Ability to develop and deliver engaging public presentations to youth and adults.
* Ability to develop and deliver educational content that relates to the lived experiences of youth and adults from diverse backgrounds, including Latinx and immigrant communities and families experiencing poverty.
* Demonstrated commitment to positive youth development.
* Strong interest or expertise in food security issues, community food systems and poverty issues.
* Excellent organizational skills are required along with the ability to successfully balance multiple projects and prioritize effectively.
* Good verbal and written communication skills.
* Demonstrated skills and commitment to quality, timeliness, efficiency, and effectiveness.

**Job Conditions:**Work will be performed mainly outdoors, in all types of weather. Will regularly involve sustained periods of standing and walking and moderate to heavy manual labor, including bending, reaching, squatting, crawling, stooping and use of the hands, arms and fingers. Will regularly be required to lift up to 30 pounds. Work will involve regular travel and use of a Food Share truck, tractor, and other equipment. Work during winter months may be performed in an office environment, with extended time at a work station. Work on evenings and weekends will be required.

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| Title | Youth Farm Coordinator | Department | Programs |
| FLSA | [x]  Exempt [ ]  Non Exempt | Starting Pay Range | $16.08-$18.89 |
| Status | [ ]  Full Time [x]  Part Time | Hours Per Week | 32 |
| Reports to | Farm & Garden Program Manager | Date of Last Revision | 1/29/2020 |
| Alternate Title(s) |  | Grade | G |
| Employee Signature |  |  |  |
| Supervisor Signature |  |  |  |
| HR Signature |  |  |  |

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1. *This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Share has the right to revise this job description at any time. The job description is not a contract for employment.*

*To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.* [↑](#endnote-ref-1)