

Town of Natick
Job Description

Position Title:	Assistant Director, Farm	Grade Level:	2
Department:	Community Services	FLSA Status	Exempt
Reports to:	Executive Farm Director		

Statement of Duties: ~~Responsible for Natick Community Organic Farm's vegetable, livestock and small fruit production.~~ Manage and educate a large, diverse, ever-changing work force comprised of seasonal help, youth, adult volunteers, and individuals with special needs. Oversee the management of all educational programs and staff in our school, public and summer programs sectors. ~~Assist with the marketing and distribution of produce through farm stand, farmers' markets, wholesale, CSAs, Detailed record-keeping. Ensure the completion of tasks associated with annual organic certification. Oversee daily animal chores.~~ Working closely with the Livestock Manager (non-profit staff) , coordinate educational programs to animal needs to ensure that daily care is maintained. Create both short- and long-term strategies to ensure that programs meet the needs of the community and our partners within the school system while adhering to the mission of the organization.

Supervision Required: Incumbent performs duties under the general supervision of the Executive Director. Incumbent develops work priorities in conjunction with the Executive Director. Performs most work independently using own judgement and following existing guidelines as appropriate.

Supervisory Responsibility: Provide assignments and direction to full-time, part-time, seasonal municipal and Natick Community Organic Farm Inc. (NCOF Inc.) employees, interns and volunteers. Assume all responsibilities for the farm in the Executive Director's absence.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations

Judgement: Incumbent will rely on her/his strong judgement and problem solving skills in order to ensure for the health and safety of program participants, staff, visitors, and livestock.

Complexity: Duties require a high-level competency in the areas of multi-tasking, accuracy in task completion and planning.

Confidentiality: Must evaluate and maintain confidentiality regarding all matters of staff, volunteers, ~~program participants~~, and other aspects of the nonprofit at all times.

Work Environment: Physical demands are always present in this work. Incumbent does a great deal of walking, running, bending, stooping, lifting, and carrying of heavy objects, Travel including driving a truck and other farm equipment is required. Stress may be caused by making the effort to handle

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numerous details at once. Work environment is a combination of indoors & ~~mainly~~ out-of-doors, subject to the adversities of weather conditions.

Nature and Purpose of Contacts: Primary contacts are with Executive Director and NCOF Inc. Board of Directors for the purpose of coordination of work assignments and instructions. Daily contact with other farm staff and volunteers. Year-round contacts with a wide variety of program participants in both hands-on educational and classroom training situations. May present to the Board of Directors in the Executive Director's absence.

Occupational Risks: Safety is of utmost priority and all tasks must be evaluated to reduce or eliminate risk, Proper care of one's own body, especially back, knees, and hands are a must.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. To work toward the long-term success of NCOF, Inc., employee will:

- Assist the Executive Director in the operation of the Natick Community Organic Farm. Duties include the management of educational programs including, but not limited to the following programs: ~~preparing planting, cultivating, harvesting and marketing of crops and other farm products including maple syrup. Maintain all production records and submit yearly organic certification.~~
- ~~Ensure for the well being and marketing of livestock.~~
 - All summer programs
 - Long term programs including the Farm Sprouts & Forest Gnomes Programs
 - Work-based programs including: Afterschool farmers, Farming for Homeschoolers, Youth Work Experience, Chore Time, Fridays on the Farm
- Work closely with the Community Programs Coordinator and the School & Scouts Programs Coordinator (non-profit staff) to ensure the delivery of daily, weekly and seasonal programmatic offerings for schools, visiting groups, the public and local agencies, including general and special needs populations in close cooperation with NCOF Inc. Board of Directors.
- Coordinate weekly educational programs to animal needs to ensure that daily care is maintained.
- Ensure for the upkeep and maintenance of the farm's physical plant and equipment including the farm's buildings and vehicles. ~~Ensure year-round operation of the solar greenhouses for the production of marketable organic crops.~~
- Educate youth and adults on the principles of organic farming.
- ~~Plan, supervise, instruct, and implement educational/recreational programs for the schools, visiting groups, the public and local agencies, including general and special needs populations in close cooperation with NCOF Inc. Board of Directors. (Integrated into the above line)~~
- Serves as a resource to the general public and farming community responding to visitors, phone and written correspondence.
- Collaborate with the Executive Director in the long-range planning for the farm. Make operational recommendations to the Executive Director and NCOF Inc. Board of Directors.
- ~~Assist the NCOF Inc. Board of Directors in organizing and implementing seasonal fundraising events.~~

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- Assume administrative and operational responsibilities for the farm in the absence of the Executive Director.
- ~~Maintain relationships with retail, wholesale, and CSA clients to create strong marketing, business, and personal networks.~~
- Perform other related duties as assigned.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- In addition to formal training, incumbent must have had at least five(5) to seven (7) years of work experience in organic agriculture, environmental education or a related field. ~~and should have acquired skills to repair and maintain farm equipment.~~
- Applicants must have practical experience working with and educating youth.
- A candidate for this class of positions must be a high school graduate, and should hold a minimum of a Bachelor's Degree in sustainable agriculture or organic agriculture; animal husbandry or a related field is preferred. In addition, candidates must have had at least five (5) years or equivalent of work experience in these fields or a related field. Candidates must have at least five (5) years' experience in hands on education. Qualified candidates must be in general good health and be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of organic farming methods ~~and solar greenhouse production,~~
- Working knowledge of humane animal husbandry and health care.
- Working knowledge of computerized record keeping, social media, and marketing strategies.
- Working knowledge of educating youth.
- Excellent communication and teaching skills.

Abilities:

- Ability to communicate effectively and courteously both orally and in writing, Ability to operate and maintain farm equipment including trucks, tractors, power saw, garden tiller, wood splitter, and mowers.
- Adequate knowledge of and ability to perform buildings and grounds maintenance, including basic carpentry, fencing and plumbing repairs.
- Ability to develop, plan and conduct educational/recreational programs for all ages.
- Ability to prioritize and perform multiple activities simultaneously and coordinate multiple volunteer activities.

Skill:

Physical and Mental Requirements:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Rigorous & demanding
- Constantly walking, running, bending, stooping, lifting, and carrying of heavy objects
- Ability to work primarily out-of-doors and in adverse weather conditions

Motor Skills:

- Good motor skills are required.

Visual Skills:

- Excellent vision is a must.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.