



## Assistant Farm Manager 2018 Job Description

### **ABOUT NEW HAVEN FARMS:**

New Haven Farms' nonprofit charitable mission is to promote health and community development through urban agriculture. We transform vacant, contaminated urban land into vibrant and productive organic farms. Our Farm Manager and volunteer corps cultivate seven urban farms, and our harvest is made accessible to low-income families who struggle with chronic diet-related diseases and food insecurity through our Farm Based Wellness Program. Referred by their healthcare provider, program participants receive produce baskets combined with farm education, cooking demonstrations, and nutrition education on a weekly basis. For more information about New Haven Farms, visit [newhavenfarms.org](http://newhavenfarms.org).

### **POSITION SUMMARY:**

**New Haven Farms seeks an energetic individual, committed to urban food production, to fill the full-time seasonal position of the Assistant Farm Manager.**

The Assistant Farm Manager (AFM) will work directly with the Farm Manager to produce high quality organic produce for New Haven Farms, implementing the crop plan on the seven urban gardens collectively managed as one farm. This individual will be responsible for managing the Summer Youth@Work Crew, four New Haven Youth working on the farm for five weeks (July- Early August). Direct farm responsibilities include volunteer and intern management, greenhouse work, transplanting, weeding, bed preparation, harvesting, working with irrigation systems, preparing vegetables for sale and distribution, record keeping, pest management, and assisting with Saturday morning farmer's markets and volunteer work days. The AFM will be responsible for running a open weekly community work day at the Hill garden site as well as a weekly gardening session at the Connecticut Mental Health Center's Courtyard Garden.

### **Responsibilities**

Hill Garden - 170 Ward Street

- Work closely with the Farm Manager to follow the crop plan and create a crop map for the site
- Serve as the main contact person for the community and the school with regards to this property
- Plan weekly tasks for the Hill garden, working with the Farm Manager to create a weekly labor and volunteer plan

Fair Haven Gardens & Distribution

- The AFM will work harvest mornings twice per week (6am start time)
- Assist with necessary farming tasks in Fair Haven gardens
- Prepare produce for weekly CSA shares

Saturday Market

- Work weekly Saturday Markets (market time 9 am - 12 at the 613 Ferry Street garden).
  - Assist Farm Manager with the setup and takedown of the market
  - Manage volunteers during open volunteer time

Youth @ Work (4 member summer youth crew - 25 hours/week July - Early August)

- Assist with Youth @ Work hiring and orientation process
- Work with the Farm Manager to create and follow a weekly work plan
- Manage Youth@Work team during their 25 hour work week

Administrative and Organizational

- Track and log sales for Saturday market - specifically SNAP & WIC transactions
- Attend bi-monthly team meetings

Connecticut Mental Health Center (CMHC) Courtyard Garden

- Lead weekly informal gardening sessions at the CMHC courtyard Garden with CMHC patients
- Work with patients weekly as to plant, maintain, explore, and enjoy the courtyard garden space



## **REQUIRED QUALIFICATIONS**

- 1+ years experience working on an organic production farm, preferably an organic vegetable farm
  - Ability to lift 50 lbs
  - Desire to deepen experience in all aspects of small scale urban organic vegetable production
  - Desire to work outside in all weather conditions
  - Reliable transportation, ability to drive a manual transmission (or commitment to learn)
  - Experience working in greenhouses for seedling and tomato production
- Demonstrated management experience
  - Ability to supervise volunteers, youth, and lead volunteer work days
  - Experience in taking independent initiative and working either independently or with small volunteer groups to ensure the day's tasks are completed efficiently
- Strong leadership and communication skills
  - Commitment to food access issues and the mission of New Haven Farms
  - Ability to communicate effectively the mission and core program activities to farm visitors, funders, board members and community residents
  - Ability to supervise and effectively engage with teenagers in a Farm setting
- Strong work ethic
  - Very detail oriented
  - Ability to work independently
  - Punctual, energetic, and self aware
  - Great sense of humor
  - Flexibility to work early harvest mornings, and Saturday mornings. Tentative schedule Tuesday-Saturday
  - Demonstrated skill in multi-tasking and flexibility to balance multiple demands at different farm sites in order to meet production and programming objectives
- Experience and passion for working with urban youth
- Confidence, comfort and experience with diverse communities in low income neighborhoods
- Patience and compassion working with individuals of all levels of ability in a garden setting

## **PREFERRED QUALIFICATIONS**

- Fluency in Spanish
- Community development experience
- Garden Education experience
- Experience delivering hands on "therapeutic gardening" classes

## **Compensation**

Hourly employee, rate commensurate with experience, 35-40 hours per week total of 30 Weeks (depending on actual start date) April-November. Latest start date May 1, preferred start date April 23. Hours will be 20 for first week or two depending on start date, and 20 hours for the last three weeks of the season. Full time, 35- 40 hours per week May 15- September 30. A maximum of 1,200 hours for the season. Overtime is not available for this position. There are no employment benefits associated with this position, though produce will be plentiful and available for the AFM to bring home. Workers compensation insurance is fully covered by New Haven Farms. The part-time employee is not entitled to any paid holidays. Mileage reimbursement at \$0.54 per mile incurred on personal vehicle.

While the work tapers in the Winter, we are looking to recruit an individual who is interested in staying on for multiple seasons with the potential to stay on year round. Our organization is growing and we are looking for the right person to grow into the position as we expand.

Please send a cover letter and resume to Anna Grace Barry at [Anna@newhavenfarms.org](mailto:Anna@newhavenfarms.org)

Applications will be reviewed on a rolling basis; position open until filled.