



## **Position Description: VISTA - Assistant Farm Manager, EarthDance**

**ORGANIZATION:** EarthDance

**ORGANIZATIONAL MISSION:** EarthDance sustainably grows food, farmers, and community, one small farm at a time, through hands-on education and delicious experiences.

**POSITION:** Assistant Farm Manager / Americorps VISTA

**LOCATION:** 233 S Dade Ave, Ferguson, MO 63135

EarthDance is seeking a self-motivated, creative and resourceful individual with excellent communication and organizational skills, experience in farming or gardening, and a commitment to EarthDance's mission, to serve as our Assistant Farm Manager and assist us with building capacity within our organization.

### **SUMMARY OF POSITION**

The Assistant Farm Manager will serve to support the expansion and function of EarthDance during this period of growth. He/she will build the capacity of the organization through the improvement and implementation of farm specific recordkeeping. The position will also include assisting the Farm Manager with: supervising, educating and mentoring beginning farmers and volunteers, optimizing production on 1+ acre of the Mueller Farm, maintenance of Mueller Farm using organic methods and good land stewardship. The Assistant Farm Manager will work closely with the Farm Manager, Executive Director, and Farm & Community Education Coordinator to expand our support, improve our recordkeeping, and help educate beginning farmers and the community so our young organization can continue to thrive at sustainably growing food, farmers, and community!

### **PRIMARY RESPONSIBILITIES**

- 1 Assist Farm Manager in Optimizing Production (80%)
  - Assists with implementing farm management plan using organic methods and good land stewardship including but not limited to; rotation, cover crop, fertilizing, composting, cultivation, pest and disease management.
  - Assists with farm maintenance using organic methods and good land stewardship. Tasks include but are not limited to the use and maintenance of a tractor and implements, mower, weed whip, fertilization, pest and disease management and other tools (previous experience preferred but not required).
  - Assists with implementing production schedule along with rotations & sequencing of plantings, cultivation, and harvest.
  - Supervise/ Co-supervise beginning farmers and volunteers on the farm with a high attention to safety and efficiency.
  - Communicate with sophomore apprentices and the other team members priorities to be accomplished during their work shifts.
  - Oversees harvest and post-harvest handling with strong attention to quality, organization, communication, and recordkeeping.



**Position Description: VISTA - Assistant Farm Manager, EarthDance**

- Assist with recordkeeping including but not limited to recording: daily tasks, harvest quantities, market sales, CSA quantities and value, pest and disease management practices, propagation, fertilization, receipts, etc....
  - Serves as eyes and ears to the Farm Manager providing input on improving soil, plant, agricultural, teaching, production, harvest, and management practices as needed.
  - Participate in and contribute to weekly staff meetings.
  - Potentially participate in occasional Board Meetings.
- 2 Assist in Farm Education (10%)
- Assist the Farm Manager in the education of beginning farmers via curriculum, enrichment sessions, demonstration, and hands-on training as needed.
  - Creates and maintains proper signage on the farm.
  - Participate in or lead farmers market booths.
- 3 Increase Community Participation and Support (5%)
- Guide farm tours.
  - Directs volunteers performing production and harvesting activities.
  - Edit the volunteer orientation document as needed.
  - Potentially participate in or lead outreach events.
  - Solicit in-kind donations for the organization.
  - Communicate and collaborate with existing and future partners
- 4 Improve and Implement Farm Record Keeping (5%)
- Evaluate current production and distribution recordkeeping.
  - Improve on or revamp current recordkeeping documents and methods.
  - Implement methods and supply a training document, if needed.

**SKILLS, QUALIFICATIONS, & KNOWLEDGE REQUIRED**

- 1 Demonstrated knowledge of and passion for sustainable farming and community involvement
- 2 Proven experience and skills in farming or gardening and recordkeeping
- 3 Strong communication skills, written and verbal
- 4 Ability to work outdoors in harsh summer conditions and maintain a sense of humor
- 5 Experience working effectively as part of a team
- 6 Professional, friendly, and enthusiastic personality



**Position Description: VISTA - Assistant Farm Manager, EarthDance**

- 7 Demonstrated ability to lead by example, with a strong work ethic, compassion and integrity
- 8 Proficiency with Windows Microsoft Office, Google Groups and Google Calendar
- 9 University degree, professional experience, or recognized professional training in a field such as sustainable agriculture, biology, education, or other relevant field

**SKILLS, QUALIFICATIONS, & KNOWLEDGE DESIRED**

- 1 Management experience
- 2 Teaching experience
- 3 Experience and knowledge in organic and sustainable agricultural practices
- 4 Volunteer recruitment or community outreach experience
- 5 Proficiency using Microsoft Excel and Numbers (spreadsheet software).
- 6 The ability to think outside the box for the purpose of problem solving.
- 7 Enjoyment of farming and gardening and interacting with the public.

**OTHER REQUIREMENTS**

- Cell phone communication
- Frequent computer and internet access
- Reliable transportation or the ability to navigate the public transportation system
- A valid driver's license is also required.

**OTHER CONSIDERATIONS:**

- Position may involve some travel.
- Position may evolve into regular salaried position with EarthDance upon fulfillment of Americorps service and responsibilities.

**HOURS:** This is a full-time position, requiring 40 hours/week.

**COMPENSATION:** VISTA Living Allowance. This is an Americorps VISTA position. Click [here](#) for more information on becoming an Americorps VISTA.

**CONTACT:** To apply for this position, please send a resume, and cover letter to: Molly Rockamann, Executive Director, at [molly@earthdancefarms.org](mailto:molly@earthdancefarms.org)

*Application via the Americorps website is also required. Apply online at:*

<https://my.americorps.gov/mp/listing/viewListing.do?id=43255&fromSearch=true>