



This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at the organization's discretion.

ANGELIC ORGANICS LEARNING CENTER JOB DESCRIPTION

POSITION TITLE: Program Director, On-Farm Initiative

REPORTS TO: Executive Director

DEPARTMENT: 501

POSITION STATUS: FT

FLSA STATUS: Exempt

APPROVED BY: Executive Director

JOB SUMMARY

The On-Farm Initiative Program Director is responsible for directing, supervising and providing leadership for all aspects of the On-Farm initiative. This person develops, implements and manages the annual work plan and budget for the on-farm initiative, supervises departmental staff and their work; fosters relationships with individuals, teachers and other potential groups; plans programs collaboratively with community partners; manages relationships with external stakeholders including project partners, contractors and community networks; delivers programs; reviews and contributes to key grant proposals and grant reports; and all other duties as assigned.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

This position has supervisory responsibilities including 1 full time and up to 10 part time Direct Reports

EDUCATION and EXPERIENCE

Four year college degree is required;

Three (+) years of work experience in a role managing people, budgets and systems;

Three(+) years of work experience in food, sustainable farming and/or experiential education is highly desired.

Experience with Microsoft Suite, NetSuite, Google Drive, and social media is preferable.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made to the following job description and requirements to enable individuals with disabilities to perform the essential functions of this position.



ESSENTIAL JOB FUNCTIONS

Develop, implement and manage the annual work plan and budget for the on-farm initiative, reflecting the AOLC strategic plan, scope of work for grants, and the current status of partnerships, programs and opportunities.

- Work with leadership on strategic planning, setting multi-year goals, and identifying strategic directions and partnerships to foster and pursue.
- Oversee implementation of the annual plan by program staff, partners and volunteers.
- Create and manage the annual departmental budget, track revenues and spending, and assure that expenses are assigned to proper categories.
- Set and enforce departmental safety and programmatic standards, procedures and systems; review and update annually (or as needed) in light of organizational policies, resources and best practices in the field.
- Ensure the evaluation plan is fully implemented; synthesize and analyze results; present outcomes to community partners, funding partners, and AOLC staff and board; conduct follow up as needed.

Supervise departmental staff (paid, volunteer and outside instructors).

- Manage staff relationships within the department, organization, with partners, and participants.
- Review & approve timesheets, mileage, & expenses.
- Train and supervise staff to ensure implementation of departmental and organizational standards during educational program delivery, farm operations and department operations.
- Set standards & process for volunteer recruitment & management.
- Advocate for needs of employees on an organizational level.

Foster relationships with individuals, teachers and other potential groups, plan programs collaboratively with community partners, and manage relationships with external stakeholders including project partners, contractors and community networks.

- Manage departmental inquiries via phone and email, and respond to needs and concerns of partners and peer organizations.
- Assess and foster strategic relationships with individuals and organizations within the community; maintain relationships with teachers and group leaders; conduct outreach to new teachers, schools, and group leaders.
- Establish agreements (communications, MOUs, interagency agreements) and hold regular partnership meetings to review and troubleshoot issues.



- Establish relationships with colleagues within the sector and across industries, locally, regionally and nationally.
- Attend conferences and professional meetings; as appropriate, present on our organizational or departmental work to peer organizations, occasionally requiring travel or overnight commitments.

Deliver educational programs including orientations, farm tours, work projects, group building activities, skills workshops (cooking, composting, gardening, etc.), environmental and nutrition education activities, and reflection with visiting groups.

- Assist with preparation and clean up of materials, tools, programs, public spaces and grounds.
- Work cooperatively with the education team to plan, prepare, implement, and reflect on programs.

Review and contribute to key grant proposals and grant reports.

- Develop scopes of work, outputs, outcomes, timelines and budgets together with program staff, community partners, and development staff.
- Review narratives and budgets for grant proposals.
- Ensure that scopes of work for grants are implemented into the annual departmental work plan.
- Manage grant reporting in collaboration with the Grant Manager. As needed, provide content and evaluation data. Review and approve grant reports.

Other Duties as assigned.

EDUCATION and EXPERIENCE

- Four year college degree is required;
- Three (+) years of work experience in a role managing people, budgets and systems;
- Three(+) years of work experience in food, sustainable farming and/or experiential education is highly desired.
- Experience with Microsoft Suite, E-Tapestry, Google suite and social media is preferable.

LICENSING/CERTIFICATION REQUIRED

Must maintain a current driver's license.

Must maintain first aid and CPR certification.

Must pass a criminal background check.



CORE COMPETENCIES

- Ability to read, analyze, and interpret financial reports.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

BEHAVIORAL CHARACTERISTICS

- Highly organized, flexible and adaptable, reliable and hardworking, ability to take initiative and to manage multiple priorities
- Strong time management skills.
- Strong written and oral communication skills, and conflict management.
- Ability to connect with people from diverse backgrounds and positively represent the organization.
- Able to maintain confidentiality.

PHYSICAL ABILITIES/ HEALTH

- Vision requirements: Able to see computer screen; able to drive a vehicle; able to see in a group setting, including seeing presentations.
- Weight requirements: While performing the duties of this job, the employee is regularly required to use force or lift up to 5-10 pounds; occasionally up to 25-50 pounds in farm setting or moving equipment
- Health history requirements: All employees are required to share health history information pertaining to maintaining personal health and safety, and performance of duties such as but not limited to allergies and immunizations.

WORK ENVIRONMENT

- Occasional weekend and evening work.
- Regularly subjected to: Office environment with periodic use of office machines; shared, open office space with up to 10 fellow staff; farm, livestock or garden with outdoor conditions; inclement weather; regular noise.

ACKNOWLEDGEMENT

I have read and reviewed this job description with my Supervisor and I understand the expectations for the position.

Employee

Date

Supervisor

Date