



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: On Farm Initiative Program Manager

REPORTS TO: On Farm Initiative Program Director

DEPARTMENT(s) 501

POSITION STATUS: Full time

FLSA STATUS: Exempt

APPROVED BY: Executive Director

JOB SUMMARY: The On Farm Program Manager coordinates all aspects of the diverse educational programs offered at Angelic Organics Learning Center's main farm and lodge facility, with a focus on organic farming, farm-to-table cooking and environmental education. The Program Manager is in charge of curriculum development and implementation, on-farm education team staff training, on-farm program facilitation and delivery, custom program coordination including scheduling and planning for school and community groups; and lodge program coordination, facilitation and support. During the summer, the Program Manager leads summer day camp programs and provides educational support to the overnight camp team. Additional duties include marketing, program record keeping and other duties as assigned.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

Under direction from Program Director, the Program Manager supervises the programmatic performance of On Farm Educators.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Education, Agriculture, Recreation or related studies

Three(+) years experience in a related position is highly desired.

Experience with Microsoft suite, Google Drive and social media is preferred.

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

Curriculum Development and Staff Training

- Develop innovative, new curriculum for youth and adult audiences, with a special focus on regenerative agriculture, livestock and organic farming, farm-to-table cooking and environmental education.
- Implement, train and mentor On Farm Educators on all approved curriculum; periodically evaluate performance to ensure a quality experience for all participants.

On Farm Program Facilitation and Delivery

- Deliver programs including orientations, farm tours, work projects, group building activities, workshops (cooking, composting, gardening, etc.), environmental and nutrition education activities, and reflection with visiting groups.
- Work cooperatively with team of educators to prepare, implement and reflect on programs.
- Orient On-Farm Educators to daily work projects and farm conditions; troubleshooting logistical issues that arise on the day of the program (late groups, weather conditions)
- Attend participant safety, and the care and respect of farm animals, plants, and the land; assist with preparation and clean-up of materials, tools, program spaces, bathrooms and grounds.
- Manage and lead On Farm Educator team during day camp; assist Camp Directors and with camp implementation as needed during summer overnight camps.

Custom Program Coordination

- Foster relationships with individuals, teachers and community groups to plan custom programs that meet their individual programming needs and desires.
- Field inquiries from and work closely with teachers and group leaders to assess their programmatic needs, schedule programs, and award scholarships when needed to ensure equity in programming.
- Communicate with and schedule On Farm Educators to cover all on-farm custom program educational needs, develop and distribute program schedules, and organize program set up lists.
- Collaborate with On Farm Educator team to manage departmental supplies and equipment acquisition, organization and care.
- Coordinate work projects, use of space and facilities preparations with staff and volunteers.
- Oversee the implementation of ACA standards to ensure a high quality program is continually maintained, along with camper health and participant safety.



Lodge Program Coordination and Support

- Schedule and coordinate custom lodge events, including single or multiple day/overnight programs.
- Schedule and coordinate lodge rentals for private groups.
- Review and give input on curriculum, systems and standards for overnight programs.
- Additional tasks depending on specialty area.

Other Duties as Assigned.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Education, Agriculture, Recreation or related studies

Three(+) years experience in a related position is highly desired.

Experience with Microsoft suite, Google suite and social media if preferred.

KNOWLEDGE, SKILLS and ABILITIES

Working knowledge and experience within the following areas: Biodynamic and/or organic farming practices, livestock care, farm ecology, organic and conventional food systems, nutrition, cooking with whole foods, and other skills for sustainability.

LICENSING/CERTIFICATION REQUIRED

Must maintain a current driver's license.

Must maintain first aid and CPR certification.

Must pass a criminal background check.

Safe Serv Food Service Manager (training provided, if needed)

CORE COMPETENCIES

- Ability to facilitate experiential education in cross- cultural environments, and with multiple age groups.
- Ability to attend to the safety of participants, and the care and respect of farm animals, plants, and the land.
- Highly organized with strong written and oral communication skills.
- Bi-lingual candidates (English & Spanish) are encouraged.

BEHAVIORAL CHARACTERISTICS

- Highly organized, flexible and adaptable, reliable and hardworking, ability to take initiative and to manage multiple priorities
- Adaptability, creativity, and independence.
- Ability to connect with people from diverse backgrounds and positively represent the organization.
- Able to maintain confidentiality.
- Willing to be hands-on and get dirty, uncomfortable, and/or silly.



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