

PETALUMA PEOPLE SERVICES CENTER

Job Description

JOB TITLE: Petaluma Bounty Farm Assistant

EXEMPT (Y/N): No

DEPARTMENT: Petaluma Bounty

LOCATION: 55 Shasta Ave.

SUPERVISOR: Director of Petaluma Bounty

PREPARED BY: Director of Petaluma Bounty

DATE: 8/5/2020

APPROVED BY: Executive Director

UPDATED: 2020

GENERAL PURPOSE: *Petaluma Bounty's vision is to grow a thriving local food system where consumers make informed decisions; farmers make a decent living while prioritizing ecological stewardship of the land; and all people - regardless of income - have access to healthy food. To push beyond the immediate demands of hunger relief toward community food security and hunger prevention with programming that expands our community's capacity to feed each other into the future.*

The Bounty Community Farm is a 3 acre demonstration production farm that includes a small orchard (over 100 fruit trees on site), 1 acre of row crops, an outdoor classroom, 1 greenhouse and 1 hoop house, hedgerows, habitat areas, and educational gardens. The last several years, we improved access to healthy food through a two-tier price structure at the farm stand, Farmacy (farm stand at the Health Center) and CSA Program. We also run Farmers' Market LIFE, a Market Match program for people on CalFresh.

The Bounty Community Farm is an access point for community members to participate in their local food system. It is also the heart of our organization!

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

The Farm Assistant position will support production, volunteer coordination, and education at the Bounty Community Farm. This candidate reports to the Farm Manager and works alongside volunteers, interns, community members, and partner agencies. The Farm Assistant position will be a seasonal position through the end of the 2020 growing season as programming and funding is in flux due to the Covid-19 pandemic.

This unique position offers a mixture of on farm hands-on work as well as program administration with community. Applicants must be willing and capable of physically demanding work including lifting, carrying, pruning, planting, harvesting, and watering for several hours in all weathers.

Education:

- Support educational and group visits to the farm
- Work with Farm Manager to coordinate volunteers and interns

Engagement & Outreach:

- Support outreach efforts to recruit volunteers and interns (as time allows, prioritizing spanish speakers)
- Support with sales outlets as needed (seasonal)
- Contribute to content creation through website, social media, and translation of material

Farm Production:

- Assist Farm Manager with all aspects of the farm production plan efforts to recruit volunteers and interns (as time allows, prioritizing Spanish speakers)
- Assist Farm Manager with propagation, bed preparation, transplant and direct sowing, weeding, irrigation, and compost production, and instructing and supervising volunteers and interns in these tasks
- Coordinate and/or lead harvesting, washing, and packing
- Assisting with educational activities and farm tours, events, record keeping and other Petaluma Bounty activities
- Assist Farm Manager with tillage and cultivation, including safe operation of farm equipment
- Assisting with basic maintenance of facilities
- Managing farm crew and interns in absence of Farm Manager

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Commitment to Petaluma Bounty's mission and goals, along with demonstrated commitment to strengthening local communities and food systems
- Demonstrated interest in & commitment to organic, sustainable farming standards
- Experience and ability to coordinate and educate volunteers and interns
- Ability to follow written and oral instructions and willingness to seek guidance as needed
- Understanding and flexibility around the unique challenges of farming in community and commitment to meeting those challenges on a daily basis
- Demonstrated awareness of, sensitivity to, and competence in working with culturally and socioeconomically diverse community members of different ages
- Ability to work well with and collaborate alongside community providers and members in a professional manner
- Enthusiastic problem solver, great judgment and resourcefulness

EDUCATION AND/OR EXPERIENCE:

- Associate Degree in a field related to agriculture, environmental science, education, OR 2 years of experience working in a community-based organization. High School Diploma required.
- Minimum experience: 1 year in gardening, farming, environmental services and/or landscaping; AND 2 years' experience working with community programs in education, employment, and/or youth.
- Excellent written and verbal communication skills
- Proficiency in speaking and writing Spanish is required
- Must have physical ability to actively complete all job duties and lift 40lbs
- Must pass criminal background check; and have a valid driver's license and own transportation
- Proven organizational skills; demonstrated skills with various computer applications, specifically Google Drive, social media platforms, Microsoft Office

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic math.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:

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 essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

When working on the farm, at outreach events, or while doing gleaning, employee will need to be able to do repetitive tasks such as harvesting fruit, climbing ladders, moving boxes, and more. These farm and food related activities will require repetitive lifting, bending, crouching, kneeling, reaching, twisting, shifting, balancing, and more.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The employee will periodically work outside and will need to provide their own sun/rain/weather protection. Work sites may include the Bounty Farm, gleaning sites, and backyard gardens with unknown conditions.

PPSC is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.