



Petaluma People Services Center is dedicated to improving the social and economic health of our community by providing programs that strengthen the dignity and self-sufficiency of the individual. Our core services include: Senior Services, Counseling, Youth Programming including Mentor Me, Housing, Employment and Petaluma Bounty Farm.

JOB TITLE: Farm Assistant
FLSA STATUS: Not Exempt; Seasonal Full Time 40 hours/week
COMPENSATION: \$21 an hour
SUPERVISOR: Farm Manager of Petaluma Bounty
SUBMIT: Cover Letter and Resume to jobs@petalumapeople.org

POSITION OVERVIEW:

The Bounty Community Farm, a program of Petaluma People Services Center plays an important role in helping transform Petaluma’s food system by growing healthy food for our community, engaging community members in the process of growing food, and improving food literacy of all people through volunteer opportunities, field trips, and experiential education.

The Farm Assistant supports implementation of all aspects of the two-acre educational farm with a small orchard, including production of a mixture of 60 crops for sale and distribution through a CSA, farm stand, and farmers’ markets, and co-managing volunteers and interns. The Farm Assistant will be directly supervised and supported by the Farm Manager and Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Farm Assistant position will support production, volunteer coordination, sales, 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 growing season, approximately November 30th.

This unique position offers a mixture of on-farm hands-on work as well as program administration with the 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)
- Contribute to content creation for the Petaluma Bounty website and social media, and translation of material

Farm Production:

- Assist Farm Manager with all aspects of the farm production plan including instruction, coordination and supervision of volunteers and interns. This includes propagation, bed preparation, transplant and direct sowing, weeding, irrigation, and compost production
- Coordinate and/or lead harvesting, washing, and packing
- Assist operations of 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
- Assist basic maintenance of facilities
- Manage farm crew and interns in absence of Farm Manager

Sales:

- Lead sales outlets (farm stand, CSA, farmers' market) with support from 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 two years of experience working in a community-based organization. High School Diploma required.
- Minimum experience: one year in gardening, farming, environmental services and/or landscaping; AND two 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 highly preferred
- 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

It's a requirement of this position, for the safety of all PPSC employees and clients, that the jobholder be fully vaccinated against COVID-19.

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.

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 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, community and backyard gardens with unknown conditions.

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS: Physical:

Regularly stands, squats, kneels, walks for 8 hours a day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing and the ability to lift up to 40 pounds.

Environmental: Works alone, with and around others. Work environment is moderately noisy. Distractions are regular.

Cognitive: Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently.

Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.

Psychological: Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.

TERMS OF EMPLOYMENT:

This is a full-time temporary position scheduled to end around November 30th.

PPSC is an Equal Opportunity/Affirmative Action 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.