



Hunger Task Force Position Description Farm Volunteer Coordinator

Department: Farm

Reports To: Farm Manager

FLSA Status: Exempt

Background: Hunger Task Force operates a 208-acre Farm and Fish Hatchery in Franklin, Wisconsin. The Farm is the only peri-urban farm in the state that grows fresh fruits and vegetables for the expressed purpose of feeding the hungry. The Farm hosts a variety of one-of-a-kind programs that benefit our community in many ways. The Farm is home to 100 acres of tillable land, an on-site fish hatchery, a 43-acre Oak Savanna, and a unique child nutrition education program which includes a classroom kitchen and a quarter-acre school garden. All the fresh produce grown at The Farm is distributed completely free of charge to families in need in the Greater Milwaukee Area. The Farm's crop list includes apples, asparagus, beans, broccoli, cabbage, cantaloupe, collards, corn, cucumbers, lettuce, mustards, pears, peppers, pumpkins, spinach, squash, tomatoes, turnip greens, and watermelon. Crops are planted in succession to extend harvest windows for locally grown vegetables.

General Function:

The Farm Volunteer Coordinator acts as an ambassador for Hunger Task Force to recruit, schedule, train, lead and steward the more than 4,000 volunteers annually supporting The Farm. The Farm Volunteer Coordinator will safely and effectively lead and direct work crews of community volunteers working at the Farm. The Farm Volunteer Coordinator works in tandem with the entire Farm Staff to plant, maintain and harvest fruits and vegetables at the Hunger Task Force Farm. This regular full-time position includes work in the greenhouse, fields, orchards, farm warehouse, fish hatchery, hoop houses and natural areas. The Farm Volunteer Coordinator operates trucks, tractors, and other heavy equipment to maintain vegetable fields and fruit orchards. Other responsibilities include crop irrigation, mechanical weed control, efficient produce harvest, proper post-harvest handling and insect and disease field scouting. In addition to general farm work, the Farm Volunteer Coordinator must accurately articulate information to volunteers, other Farm staff and Farm volunteers in written, electronic, and verbal forms.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Volunteer Program

- Recruit and schedule volunteers to support Farm operations. Continue to expand the current base of volunteers to reflect the diverse nature of our agency and its services.
- Lead the orientation of volunteers to Hunger Task Force's mission and work. Speak publicly in both small and large group settings and advocate for Hunger Task Force's

mission daily.

- Steward volunteers through regular acknowledgment calls, letters, meetings and emails.
- Quickly assess, train, and direct groups of volunteers in farming operations. Coordinate efforts at The Farm to ensure appropriate volunteer training and safety are maintained.
- Provide timely recognition of volunteer service via email, phone, and other media.
- Maintain up-to-date records and reports of volunteer hours and activities, as well as contact information.
- Draft, coordinate and/or assist with volunteer-focused communications. Provide Digital Marketing & Creative Coordinator with regular volunteer recruitment and recognition updates for agency website, social media, and other e-communications.
- Solicit and provide giving opportunities for volunteers through the Volunteer Giving Program.
- Work collaboratively with Volunteer Program Manager & Volunteer Coordinator to cross schedule groups from The Farm to other appropriate activities within the agency.

Farming

- Demonstrate proper harvest and post-harvest handling of fruits and vegetables.
- Demonstrate how to propagate, plant and transplant fruit and vegetable crops.
- Demonstrate and explain farm work techniques and safety regulations to volunteers.
- Safely operate and maintain heavy farm equipment.
- Willingly work outside, for extended periods of time in many types of weather including heat, wind, rain and cool temperatures.
- Accurately and frequently share information that pertains to crop status, including but not limited to: disease, pest or weed issues, environmental conditions, and fruit maturity.
- Adjust and make minor repairs on farm machinery.
- Demonstrate an understanding of farm layout and field access points; understand written Farm plan and general timeline of execution of farm operations.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals

and objectives; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgement - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence. Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications

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.

Education and/or Experience

High school diploma or general education degree (GED); **AND** two years of related experience and/or training; or equivalent combination of education and experience. Previous farming experience is preferred, particularly vegetable farming experience

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Inventory software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid Wisconsin Driver's License

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 regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and vibration. The employee is occasionally exposed to toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

Work patterns are seasonally influenced, and work activities are highly dependent on the weather

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in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Salary Range: \$32,100 - \$50,400