



## **Farm and Volunteer Coordinator Job Description**

**Reports to:** Farm Manager  
**Job status:** Full time hourly employee  
**Location:** Sierra Friends Center campus at 13075 Woolman Lane Nevada City, CA 95955

### **About Woolman**

The mission of Woolman is to steward diverse learning communities and educational programs that weave together spirituality, peace, sustainability and social action. Our programs reflect our vision of peace and justice through learning and service for people of all ages—children, youth, adults and families. Woolman sits in a stunning, expansive foothills landscape surrounded by trees and meadows. We offer school, youth, family and alumni camps, workshops and retreats for day visits and overnight stays. All program participants are offered fresh, organic foods from our garden, prepared in our kitchen. The campus was recently damaged by the August 2020 Jones Fire. We are in the process of recovering and rebuilding, while most programs are temporarily closed or limited by the pandemic.

### **About the Farm**

Woolman Farm is a 1.7 acre intensive, low-till, organic production farm located on the Sierra Friends Center campus. The focus of the farm crops this season will be cutting greens, lettuce, tomatoes, and cut flowers. The tool shed, fence, irrigation system and greenhouse are in the process of being rebuilt after a recent fire and we expect to get to full production by fall. The farm will sell to Woolman, through an online marketplace, and to restaurants and institutions.

### **Summary of Position**

The farmer supports the farm manager in rebuilding farm infrastructure post fire and implementing a self-sustaining organic farm business. Activities include, seeding, transplanting, weeding, irrigation, harvest, washing and packing produce, driving deliveries, and occasional tractor work. This position will spend 25 hours a week at the Woolman farm, 5 hours a week at an off-campus farm site and 10 hours a week coordinating Woolman volunteer workdays throughout the 240-acre campus. If farmer excels in their first season, they may be offered permanent employment with the farm.

### **Farm Work**

- Plants, cultivates, harvests, cleans, packs and delivers produce to buyers
- Builds markets and maintains professional relationships with buyers for robust farm sales.
- Supports with planning all farm systems, and acquiring materials and supplies
- Supports with maintenance and care of farm equipment.
- Supports with CCOF certification and record keeping, and county agriculture paperwork

- Manages farm volunteers and hosts occasional groups & farm tours.

### **Woolman Workday Coordination**

- Develops a Woolman Workday program that includes identifying tasks, setting up Workdays, recruiting, supervising and acknowledging volunteers for a variety of jobs.
- Includes supervising annual AmeriCorp teams, and Family Work Camp and Alumni Work Camp projects.
- Works with the Caretaker/Maintenance Manager to identify post fire clean-up projects on campus, general landscape maintenance and light construction projects. Projects may include cutting, hauling and chipping tree debris, restoration projects, trail maintenance, rebuilding footbridges, painting buildings, chopping/splitting firewood etc.

### **Skills and Qualifications**

- A love for farming and physical labor with high motivation.
- Interest in farming as a career, organic farming experience a plus.
- Experience with lettuce and/or cutting green production a plus
- Enthusiasm for, and a track record of successful cultivation of high quality produce.
- Can work outside and adapt to variable weather conditions and has physical stamina.
- Can lift equipment and materials necessary to complete farm tasks and activities
- Strong interpersonal skills
- Experience driving tractors a plus.
- Basic plumbing, carpentry, and small engine maintenance skills preferred
- Comfortable in demanding, high paced, fun work environment.

### **Hours:**

40 hours a week 3/15/2021-11/30/2021, heavier workload during peak farming season.

Must work some weekends when needed.

**Compensation:** Employee is non-exempt. \$15/hour