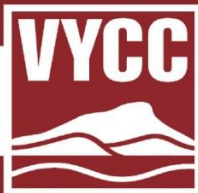


Farm at VYCC AmeriCorps Project Coordinator



Vermont Youth Conservation Corps
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The Vermont Youth Conservation Corps (VYCC)

VYCC is a 501c3 nonprofit youth development organization. Since 1985, it has provided valuable job training and education programs to more than 6,000 youth from across the country and from nearly every town in Vermont. VYCC offers youth from diverse social, cultural and economic backgrounds an effective learning and employment experience to develop job skills and encourage personal growth. All activities are inextricably tied to VYCC's mission – *teaching young people personal responsibility through meaningful work that connects us to the land, community, and one another*. To instill these skills and values, VYCC enrolls young people in paid work opportunities. Our model is strong and simple: Youth Corps Members work together in small groups, guided by highly trained leaders, to complete high priority projects in conservation and agriculture.

Headquartered on historic Vermont farmland, we apply this crew model to our Food and Farm program by employing youth, guided by leaders, in important hunger relief and sustainable agriculture projects. As such The Farm at VYCC engages its Youth Corps Members, leaders and community in the Health Care Share, a community-based public health project that connects Vermont families who are unable to afford or access fresh, nutritious food with a weekly share of locally grown produce.

Position Overview

The AmeriCorps (A*C) Coordinator position is a full-time, 1,700-hour service position. The position involves both production and programmatic responsibilities associated with the Health Care Share, Youth Crews and volunteers working on the project. The Health Care Share exists in multiple communities throughout Vermont. While all project sites follow a similar pattern, each requires specific service responsibilities of its A*C Coordinator. These responsibilities may include, but are not limited to:

Pre-Season Planning

During these months, the A*C Member will focus on farm project planning, food and finance curriculum development and pilot delivery, and prepare for Crew Leader trainings. The Member will also assist with the farm food production process and off campus farm partnership responsibilities. Spring duties include: crop planning, greenhouse production, field preparation and early plantings for spring harvest and marketing. Other duties include: farm partnership development and maintenance, site evaluation and planning, emergency response planning, volunteer scheduling, food rescue (gleaning) schedule planning and deployment.

Summer Field Season

The A*C Member will coordinate project details and logistics, and work with field staff to provide a productive, safe working environment for youth crews to grow and deliver Health Care Shares to partnering medical centers. The Member will also lead volunteer groups, deliver Food & Finance curriculum to youth crews, and maintain production and programmatic records.

Fall Season

The A*C Member will coordinate the remaining weeks of the Health Care Share, including arranging and leading projects for volunteers and after school youth crews. Priority will be given to the harvest, wash, pack and storage of produce.

Other ongoing tasks include: Health Care Share tool and supply inventory, reordering and organization, crop production record keeping, project and program reporting. Travel to and from project sites is common. On-call duties can result in evening and weekend attention. Due to the dynamic nature of the VYCC, all staff may be asked to take on additional responsibilities as they develop.

2017 VYCC Farm Team

The Farm Team consists of a Director, Manager, Program Coordinators, and other A*C Coordinators (direct service as well as VISTA). Seasonal field staff members include Crew Leaders and youth and young adult Corps Members. A*C Coordinators are expected to work effectively with each other, Farm Team members, VYCC Headquarters Staff and Conservation Crews, and volunteers. They are supported and guided by the Program Manager and Director respectively.

The A*C Coordinator is part of the program leadership team. A successful candidate will function effectively in a team as well as independently. The A*C Coordinator must possess exceptional time management skills, the ability to effectively juggle competing priorities, follow through with multiple on-going responsibilities, and have a strong desire to take on a leadership role in a dynamic program.

Environmental Factors

A*C Coordinators are based out of and will receive training at the Farm at VYCC Headquarters and the West Monitor Barn in Richmond, Vermont. The VYCC office currently houses 20 full-time staff, as well as varying numbers of seasonal staff and volunteers who assist with special projects throughout the season. Members will serve and may also be posted in other areas of Vermont during their service. Farm Team members must be able to maintain focus and productivity amidst an energetic atmosphere while sharing space with others. VYCC is an organization that cultivates success using a team approach. All VYCC staff are expected to contribute to the development and maintenance of a strong working community.

Primary Responsibilities

Production

- Assist with development of Health Care Share vegetable production plan
 - Crop plan
 - Greenhouse plan
 - Field plan
- Greenhouse production coordination and oversight – vegetable and flower transplant production
- Field preparation
- Vegetable production and food rescue for the Health Care Share and other distribution
- Livestock stewardship

- Assist with inventory systems and timely restocking of vegetable production supplies and equipment

Administrative and Outreach

- Assist in orientation and training of seasonal Field Staff
- Enroll member-families in the Health Care Share with medical center clinicians
- Write weekly newsletters to include recipes, nutrition information, and cooking and storage tips
- Work with other Farm staff to market the program and projects to a variety of audiences
- Develop educational program components (i.e. design and deliver nutrition education)

Youth Crew Support and Coordination

- Train and advise incoming Field Staff on Health Care Share projects
- Provide technical support for crews and projects
- Provide support to Crew Leaders regarding project details and logistics
- Assess and report worksite safety
- Design, coordinate and deliver education to crews as needed

Qualifications

- Solid belief in and commitment to the Vermont Youth Conservation Corps mission
- Previous experience with, or the ability to learn sustainable agriculture techniques and methodology
- Exceptional time management, organizational skills, and attention to detail
- Excellent interpersonal and verbal communication skills
- Ability to manage complex logistics
- Excellent physical and emotional stamina
- Excellent written and oral communication skills
- Valid driver's license and good driving record
- Reliable personal vehicle
- Standard First Aid and CPR or equivalent

Compensation

- \$12,600 AmeriCorps Living Allowance paid biweekly
- Eligible for Segal Education Award upon completion of service (1700 hour, Full Time award: \$5,815.00)
- Third party payments commensurate with experience and performance, and negotiated individually
- Farm Team benefits can include: seasonal, on-campus housing; farm food allotment
- Organizational dedication to on-going professional development (monthly farm visits, NOFA workshops and trainings, etc.)

Start Date

Open until filled

To Apply

Please submit a cover letter, resume, and contact information for three professional references.

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