



**WE ARE LOOKING FOR GREAT LEADERS LIKE YOU.**

Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | [Info@VYCC.org](mailto:Info@VYCC.org) | [VYCC.org](http://VYCC.org)

## FOOD AND FARM PROGRAM MANAGER

Date Posted: March 15, 2021

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**Department:** Food and Farm Program

**Reports To:** Food and Farm Director

**Position Status:** Full-time, Year Round

**Position Start:** Position open until filled

**Exemption Status/Reason:** Exempt

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### Job Summary

VYCC is seeking a Food and Farm Program Manager who has the people and organizational skills to oversee the more than 50 Corps Members that participate in the Food and Farm program each season. The ideal candidate has a passion for facilitating an impactful work and learning experience for young adults and is committed to fostering an inclusive organizational culture. The Food and Farm Program Manager is adept at both coordinating day to day programming and guiding Corps Members through the entirety of the season.

The Food and Farm Program Manager plays an essential role in designing and implementing the Food and Farm Program. Prior to the field season, they, along with other VYCC staff, are responsible for planning the program season, as well as recruiting, hiring, and training Project Leads and Crew Leaders. During the field season, they are responsible for supervising seasonal staff, supporting all Corps Members, developing learning opportunities for crews, and contributing to farm production when needed. After the field season, they are responsible for all program-related reporting and data collection.

VYCC is committed to cultivating an inclusive, equitable, and supportive program and workplace culture. VYCC also prioritizes learning, giving and receiving feedback, recognizing the role of power and privilege, and sees these as essential tools in creating a culture in which participants and staff can thrive.

## **VYCC Food and Farm Program Overview**

VYCC's Food and Farm Program engages young people in diversified, sustainable agriculture, culinary education, and community food security work on our campus in Richmond, Vermont. We grow organically certified vegetables and pasture raised chickens for our nationally recognized Health Care Share project, which connects Vermont families who experience barriers to accessing locally grown produce or have diet-related disease with a weekly vegetable share in partnership with medical centers. We also raise layer hens for eggs, pigs for meat and additional vegetables, flowers and herbs that we sell through our vibrant, on-site farm stand. All members of the Food and Farm team are essential to the success of the Health Care Share, the daily operations of the farm and the Corps Members experiences. These projects are made possible through VYCC's partnership with AmeriCorps and SerVermont.

### *Program Management*

- Model VYCC values and culture rooted in fostering an inclusive, equitable, and supportive environment
- Work closely with Program Director and other Managers to design and implement the Food and Farm program
- Mentor and supervise Crew Leaders, and Project Leads.
- Lead the development of program events such as farm tours, community dinners, and end of season celebrations
- Develop and deliver learning opportunities for Crew Leaders and Crew Members on topics such as cooking, food systems, agriculture, and other related topics
- Develop and refine systems, processes, and documentation that help ensure consistent, high quality programming
- Manage processes for data collection, analysis, and reporting, including tasks associated with our AmeriCorps partnerships
- Support the Food and Farm Director in creating an annual budget
- Foster current community partnerships and look to expand partnerships to meet Food and Farm Program goals

### *Field Program Duties*

- Provide guidance and support to Crews, community partners, and other program staff during the field season
- Support food production and program needs on the farm as needed – including occasional weekend chores, leading volunteer groups in farm work, and working with crews in the field
- Provide on-call support for crews
- Support Project Leads and Crew Leaders to ensure effective crew management
- Hold Crews accountable to high-quality work

- Provide and receive consistent feedback from staff and Corps Members with the goal of promoting learning and growth

#### *Recruitment and Hiring*

- Along with the Recruitment and Alumni Services Manager, coordinate the recruitment, hiring, and onboarding of Project Leads and Crew Leaders
- Be the face of VYCC and the first point of contact for Crew Members and Leaders at recruitment and community events
- Create and manage systems for hiring, onboarding, and training Corps Members
- Develop recruitment materials with a focus on ensuring equitable access to VYCC programs

#### *Crew Leader Training*

- Develop and implement Project Lead and Crew Leader trainings, in coordination with Program Directors, Program Managers and Chief Program Officer
- Assist in the development and implementation of programs, activities, and resources that enhance the learning experience
- Analyze and incorporate ongoing feedback and research into program and training design
- Assist in the development and implementation of AmeriCorps orientation and trainings

#### **Required Knowledge, Skills and Abilities:**

- Two to four years of experience teaching, leading, or mentoring young people
- Two to four years of experience in agriculture or food systems
- Exceptional time management and organizational skills
- Ability to toggle between programmatic details and organization-wide goals and initiatives
- Excellent interpersonal and communication skills
- Strong facilitation skills in both a large-group and small-group setting
- During the field season, ability to spend long days in the field and to work evenings and weekends when required
- Ability to maintain focus and productivity in a bustling office atmosphere in which open office space is shared with others
- Valid driver's license and good driving record
- Satisfactory criminal background check

#### **About Vermont Youth Conservation Corps**

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly

every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

### **Excellence and Equal Opportunity at VYCC**

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

### **Our Workplace**

The Food and Farm Program Manager will be based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

The pandemic has, not surprisingly, shifted this longstanding office-based culture. Most staff continue to work remotely, and we are focused on COVID19 safety protocols. The office is open with restrictions to ensure the health and safety of our team. We take a flexible approach during this time when staff's families have different and evolving needs. Staff access a remote server, Zoom and Microsoft Teams when working remotely, we are actively finding ways to support one another and stay connected.

### **Compensation & Benefits:**

- Salary range for this position is \$40,000 – \$42,000, exempt from overtime
- Medical and dental insurance
- Annual (CTO) and sick leave
- On-going professional development
- Member of a mission-driven and dedicated team of professionals
- Member of a dynamic organization that impacts Vermont's communities and environment

### **How to Apply**

Please apply at: <http://bit.ly/VYCCapp> and upload a cover letter, resume, and contact information for three professional references. You will be asked for a writing sample during the hiring process. Questions regarding this position can be directed to Daniel

Schmidt, Chief Program Officer at [daniel.schmidt@vycc.org](mailto:daniel.schmidt@vycc.org). No calls, please. Position is open until filled.

*Updated 3/15/2021*