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Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | Info@VYCC.org | VYCC.org

Farm Production Coordinator

Date Posted: September 20, 2021

Department: Food and Farm Program

Reports To: Farm Production Manager

Position Status: Full-time, Year-Round

Position Start: Position open until filled

Exemption Status/Reason: Exempt

Program Overview: The Vermont Youth Conservation Corps' Food and Farm Program is a dynamic youth development, diversified agriculture and food security initiative. At VYCC, we believe in the power that food has to connect us to the land, our community, and each other. We engage young people in organic farming and culinary education on our historic 400-acre campus in Richmond, Vermont. Annually, the program produces 11 acres of organically certified vegetables and 600 pasture raised chickens which are distributed to 400 families through our nationally recognized Health Care Share project. The Health Care Share is a public health initiative that connects Vermont families who experience barriers to accessing locally grown produce or have a diet-related illness with a weekly vegetable share they pick up at partnering medical centers. Each year the program provides employment opportunities to youth and young adults from Vermont and around the country who assist in the daily operations of the farm. Additionally, the program has a strong food component that connects the work we do in the field and the food on our plates, by preparing lunch from the farm every work day in the summer and sharing celebratory meals sourced from our farm with the larger community.

Job Summary: The Farm Production Coordinator is responsible for supporting the day-to-day operations of the Farm at VYCC, which is an organic vegetable and livestock farm that produces for VYCC's Health Care Share (HCS) and is the platform for the VYCC Food and Farm Program. The Farm Production Coordinator will work closely with the Farm Production Manager to oversee the farm systems, engage in essential animal and vegetable production tasks, and ensure that the farm provides meaningful work and learning opportunities for youth, young adults, staff, and community members of all backgrounds. In addition to tasks associated

with food production, the Farm Production Coordinator will also help maintain and improve farm infrastructure, including tractors, hoop houses, coolers, and barns.

Essential Functions:

Farm Production

- Support all aspects of vegetable production at the Farm at VYCC including soil management, bed preparation, propagation, planting, pest and disease management, weed management, harvesting, and post-harvest activities
- Support all aspects of livestock production at the Farm at VYCC including brooder management, poultry pasture systems, chicken processing, pig care, and daily chores
- Support the maintenance and safe use of farm infrastructure including fencing, irrigation, hoop houses, tractors, mowers, power tools, barns, coolers, and processing equipment
- Support compost production through scheduling materials pickup, communicating with community member participants, and monitoring and managing piles
- Work with Farm Production Manager to purchase and maintain tools, soil amendments, greenhouse supplies, seeds, feed, and irrigation equipment
- Maintain regular and thorough records of production, harvest, and sales, including wholesale and farm stand, both for internal tracking and organic certification
- Work with Farm Production Manager to document Standard Operating Procedures (SOPs) for various aspects of production
- Collaborate with the Farm Production Manager to identify and explore new revenue sources for the Farm at VYCC

Education and People Management

- Collaborate in refining and maintaining safety protocols for different tasks on the farm, including tractor and mower trainings and tool maintenance
- Collaborate with Farm Production Manager and other Food and Farm staff to define and co-lead trainings for Leaders and Members on agricultural skills
- Develop the work plans for production-focused seasonal team and collaborate with Food and Farm Program Staff to support their professional development
- Supervise the seasonal Production Project Lead with goal setting, regular check-ins and work-plan support
- Work with the Farm Production Manager to identify and delegate daily work projects for crews and volunteers
- Mentor farm Members and Leaders, instructing them in specific farm tasks and engaging them in learning about the farm
- Coordinate chore schedule for after hours and weekends; support staff in completing chores

Other Responsibilities

- Orient new staff to the campus and farm if they arrive after hours or during the weekend
- Assist with additional VYCC programs as needed and appropriate
- Participate in Field Staff trainings and Crew Leader trainings

- Attend program events

Desired Skills & Experience

- A minimum two years of experience on a production-oriented farm
- Experience working with young people and interest in youth development
- Knowledge of risk management protocols to ensure safety
- Experience in livestock management
- Proficiency in the safe use and maintenance of tractors or similar mechanical equipment
- Passion for VYCC's mission and purpose and an ability to communicate this energy to others
- Demonstrated commitment to the values of diversity, inclusiveness and empowerment
- Ability to handle multiple, often competing, priorities
- Flexible, motivated, responsible and willing to both take direction and work independently

About Vermont Youth Conservation Corps

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

This position is 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. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. 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.

Compensation & Benefits:

- Salary range for this position is \$35,568 - \$38,500, 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 complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to Susie Walsh Daloz at susie.walshdaloz@vycc.org. No calls, please.