



This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at the organization's discretion.

ANGELIC ORGANICS LEARNING CENTER JOB DESCRIPTION

POSITION TITLE: Lead On Farm Educator

REPORTS TO: Program Director of On Farm Programs

DEPARTMENT(s) 501/504

POSITION STATUS: Part Time with variable hours across the year.

FLSA STATUS: Non-Exempt

LAST REVISED: New position. 12/5/16

APPROVED BY: Deb Crockett, 12/21/16

COMPENSATION: Hourly wages starting between \$13 and \$14 per hour, based on experience and skills.

JOB SUMMARY: The Lead On-Farm Educator facilitates diverse educational programs at Angelic Organics Learning Center's main farm location, with a focus on organic farming, farm-to-table cooking and environmental education. The Lead Educator coordinates custom programs, including scheduling and planning for school and community groups. During summer, the educator leads summer camp programs (day and overnight), including providing leadership in one summer speciality area (either medical support or summer camp kitchen management and culinary sessions). Additional duties include marketing, program record keeping, planning/ maintaining demonstration garden and site preparations for the summer camp facility.

Angelic Organics farm serves as our outdoor classroom, including vegetable fields, cover crop fields, pasture, livestock, wild spaces, and orchard. Our programs are experiential, and strive to engage mind, body and heart in the life of the farm. We seek to honor the knowledge and experience of all of our program participants, and to encourage personal reflection and positive actions. Most programs include a whole farm tour, which is an experiential introduction to the farm emphasizing how soils, animals, plants and people interact on an organic farm. Longer programs may incorporate work projects, nutrition and cooking, food systems literacy, and workshops on organic gardening, sustainable agriculture, or livestock care. Programs vary from two hours to 6 night residential summer camp.

Angelic Organics Learning Center helps urban and rural people build local food systems. The Learning Center offers opportunities to grow healthy food and a better quality of life, connect with farmers and the land, and learn agricultural and leadership skills. For more information, please visit www.learnrowconnect.org.

DESCRIPTION OF SUPERVISORY RESPONSIBILITY

This position does not have primary supervisory responsibilities.



ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On Farm Program Facilitation and Delivery (Custom, Public, Summer Camp-Day/Overnight)
Estimated at 775 hours for 2017 calendar year, with seasonably variable hours.

Daily : (when programs are in session, which varies seasonally)

- Leading orientations, farm tours, work projects, group building activities, workshops (cooking, composting, gardening, etc.), environmental and nutrition education activities, and reflection with visiting groups of up to 100 people in size (total).
- Working cooperatively with team of educators to prepare, implement and reflect on programs. Orienting On-Farm Educators to daily work projects and farm conditions; troubleshooting logistical issues that arise on the day of the program (late groups, weather conditions)
- Attending to safety of participants, and the care and respect of farm animals, plants, and the land.
- Assisting with preparation and clean-up of materials, tools, program spaces, bathrooms and grounds.
- Leading four weeks of day camp and four weeks of summer overnight camp, with specific roles as Co- Camp Director.
- Shared Supervision of Summer Farm Educator team as Co-Director.

Custom Program Coordination (estimated at 350 hours annually, with seasonably variable hours)

Weekly (Estimated at 2-8 hours per week, varies seasonally)

- Fielding inquiries from custom program leaders, assessing needs and scheduling programs.
- Scheduling OFEs for on-farm custom programs.
- Developing and distributing program schedules and set up lists.
- Collaborating with team to manage departmental supplies and equipment acquisition, organization and care.
- Coordinating work projects, use of space and facilities preparations with other AO and AOLC staff.
- Planning and managing the demonstration garden.
- Overseeing camper health and safety responsibilities, such as distribution of medication, coordination w/ camp nurse, student behavior plans and enacting emergency procedures.

Overnight Facility Launch Support (195-400 hours)



Seasonally (primarily Jan-June 2017)

- Participating in 3-6 Marketing Team outreach events per winter for overnight facility (Jan-March)
- Researching, purchasing and acquiring supplies and equipment for aspects of the overnight facility (Kitchen, wellness area, outdoor spaces, place of refuge, etc...). (Jan-June)
- Setting up furnishings and spaces for overnight center, as assigned (may include kitchen, wellness center, place of refuge, outdoor work and play spaces, bunk rooms) (Jan to June)
- Reviewing and giving input on curriculum, systems and standards for overnight programs. (Jan to March)
- Additional tasks depending on specialty area.

SECONDARY JOB FUNCTIONS include the following. Other Duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job function.

As Needed: (Highly variable in percentage and regularity)

- Facilitation of farm tours and activities for special events, fundraisers and open houses.
- Work with youth assistants and volunteers, who help with programs.
- Attend trainings as needed for new programs.
- Contribute to the internal nurture of the Learning Center.
- Read and respond to general organizational emails.

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- Working knowledge and experience within the following areas: Biodynamic and/or organic farming practices, livestock care, farm ecology, organic and conventional food systems, nutrition, cooking with whole foods, and other skills for sustainability.

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- Bachelor's Degree in Education, Agriculture, Recreation or related studies or 3-5 years experience in a related position.

LICENSING/CERTIFICATION REQUIRED

- Valid CPR/ First Aid Certificate
- Hold or secure one or both of the Emergency Medical Technician (EMT)/ Wilderness Medicine and State of Illinois Food Service Sanitation Manager. Note training may be available after hired in the position.
- Must maintain a current driver's license

**SPECIAL TRAINING REQUIRED**

If not holding a certification in Safe Serv Food Service Handler, Food Service Sanitation Manager, CPR/ First Aid, EMT or Wilderness Medicine, training will be required

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

- Facilitate experiential education in cross- cultural environments, and with multiple age groups.
- Attend to safety of participants, and the care and respect of farm animals, plants, and the land.
- Strong written and oral communication skills.

LANGUAGE ABILITY:

- Highly organized with good communications skills
- Bi-lingual candidates (English & Spanish) are encouraged.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply knowledge on CPR/First Aid procedures and Emergency Plan to maintain a safe environment for staff and visitors

MATH ABILITY:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS:

- Have basic computer skills for communicating by e-mail and use of Word and Excel.

EQUIPMENT SKILLS:**BEHAVIORAL CHARACTERISTICS:**

- Self-motivated learner.
- Adaptability, creativity, and independence.
- Attend to safety of participants, and the care and respect of farm animals, plants and the land.
- Able to be flexible and hold standards.
- Willing to be hands-on and get dirty, uncomfortable, and/or silly.

DECISION MAKING:

- Decisions about program implementation and site safety.

LEADERSHIP:

- Represents the organization positively to employees, partners and participants



CONFIDENTIALITY:

Maintains confidentiality around the following:

- Information about the organization as a whole, partners or supporters.
- Employment and personnel issues with supervisees such as disciplinary actions or personal information.
- Participant personal information
- Participant financial information
- Partner issues

PHYSICAL ABILITIES commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be physically able to participate in and lead farm work projects, and to work outdoors in all weather.
- Specific vision abilities required by this job include:
 - Able to see computer screen
 - Able to engage in in-person conversations
 - Able to drive a vehicle
 - Able to see in a group setting, including seeing presentations
- While performing the duties of this job, the employee is regularly required to use force or lift up to 5-10 pounds; occasional up to 25-50 pounds in farm setting or moving equipment

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Have a flexible schedule, including weekends and periodic overnights.
- Regularly subjected to: Office environment
- Regularly subjected to: Farm or garden with outdoor conditions (mud, soil, manure, sweat); need to positively lead activities with others outside no matter what the weather.
- Regular noise level in the work environment is:
- Office environment with periodic use of office machines (copier, printer)
- Open office space with up to 10 other staff (background phone and in-person conversations)

ACKNOWLEDGEMENT

I have read and reviewed this job description with my Supervisor and I understand the expectations for the position.

Employee

Date

Supervisor

Date