

Wolf Ridge Environmental Learning Center
Job Description

Job Title: Farm Manager

Department: Farm

Reports To: Education Director

FLSA Status: Exempt

Prepared By: Executive Director

Prepared Date: March 12, 2013

Amended Date: December 4, 2018

Approved By: Peter Smerud

Approved Date: December 12, 2018

Summary: This position oversees and actively works in all aspects of the Wolf Ridge farm operations and drives the vision for the farm. This position is responsible for planning farm production, growing the vegetables, fruit and meat, processing and delivering goods to the dining-hall. A key component of this is coordinating with the Food Service Director and the kitchen staff to meet the needs of our dining hall. In addition, the Farm Manager prepares and delivers interactive educational experiences for students of all ages, both on the farm and in the classrooms, teaching about sustainably grown food and other environmental education related content. The position also requires expertise in construction/repair and maintenance, grant writing and scientific research.

1) ESSENTIAL FARM DUTIES & RESPONSIBILITIES

- Develop plan for production of crops including planting and harvest schedules, crop rotation and quantities. Throughout the planning process the farmer will work closely with the Food Service Director to meet the needs of the dining hall.
 - At harvest time the farmer, in coordination with the Food Service Director, is responsible for deciding when, how much and in what condition crops will be delivered to the dining hall.
- Set production goals for each season and evaluate and correct the goals at the end of each season to improve cost value of the food, quantity and quality of food grown and delivered.
- Coordination of Wolf Ridge programming
 - Plan summer farming camps for different age groups and abilities.
 - Teach farm classes to K-12 school groups, summer camp groups and adult programs including the Wolf Ridge graduate program.

- Supervise and train seasonal farm workers, including training, scheduling and employee management of Field Manager, naturalist mentees, interns and volunteers.
 - Is responsible for safety related management of the maintenance department, including but not limited to training, behavior expectations and supplying protective equipment.
- Farm facility, field, and crop operations including:
 - Oversees and conducts basic repair, maintenance, and ensures operation of all farm systems including electrical, plumbing, and septic system, heating, fencing, lighting, solar and safety systems along with operation and maintenance of tractors, tools, and equipment.
 - Field work and management including: soil amendments and nutrient management; manual labor associated with planting and harvesting; preparing new fields for production.
 - Hires outside contractors and oversees contracted services relative to work performed on the farm
- Responsible for safe operation and maintenance of mechanical equipment, e.g. tractors and walk behind equipment.
- Responsible for fully developing and realizing the mid and long term farm plan.
- Work closely and collaboratively with the Fundraising and Marketing teams to raise money and share the story of the farm to the public and to funders.
- Manage the farm budget on an annual basis. Hold responsibility for all finance related activities at the farm. Help set budget goals evaluated from previous years and recommendations made for upcoming budget cycles.
- Manages and conducts research projects which occur on the farm.
- Respond to off-hours emergency calls for emergencies related to the farm.
- Other duties as assigned.

2) SUPERVISORY STATUS

This position is currently responsible for supervising:

- one Field Manager, up to three Farm Interns in the summer, and Volunteers
- up to 4 Naturalists mentees and up to 2 Mentor Naturalist

3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

- Analytical Skills: Ability to research and analyze data related to their specific program areas. Analyze and interpret common scientific and education articles from journals and the Internet. Incorporate scientific data into reports and curriculum.
- Problem Solving: Identifies and resolves problems by gathering and analyzing facts and drawing valid conclusions. Works well in individual or group problem solving situations and exhibits creativity when searching for problem solutions. Able to deal with frequent change, delays, or unexpected events; meets challenges with resourcefulness.
- Task Management: Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work; develops innovative approaches and ideas.
- Customer Service: Responds promptly to customer needs, inquiries and requests for assistance; solicits customer feedback to improve service. Demonstrates tolerance for diversity when dealing with customers; exhibits behavior appropriate to working with children.
- Teamwork: Balances team and individual responsibilities; shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- Professionalism: Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; comes to work on-time. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.
- Organizational Support: Follows employee policies and procedures; attends staff meetings; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources; ensures work responsibilities are covered when absent; responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.
- Judgment: Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.
- Safety: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

Required:

- Three or more years of related experience in managing farm operations.

- Teaching experience of farm related content.
- Three or more years of staff/volunteer supervision.

Preferred:

- B.S. degree from a four-year college or university in biology, agriculture or related field.
- Experience managing and maintaining a commercial kitchen for food processing.
- Experience working with farm animals.
- Experience building and maintaining soil with organic farming methods.

5) SKILLS AND OTHER QUALIFICATIONS

- Strong leadership skills, and be able to communicate effectively with any staff and coworkers.
- Computer and technology skills, business, analytical abilities, and presentational/teaching skills for multiple age groups in both hand-on and classroom settings.
- Basic working knowledge of electrical, plumbing, construction methods and using tools and operating machines as needed.
- Must have a favorable background check for employment with the organization.

Certificates, Licenses, Registrations

Required: Driver's License, First Aid and CPR; participation in Food Safety Modernization Act Grower Training Course.

7) PHYSICAL DEMANDS

This is a physically demanding job from working the fields to doing building projects. The employee is regularly required to stand and walk; use hands and fingers; reach with hands and arms repetitively in all directions; climb stairs and ladders; dig in fields; lift, carry, balance, stoop, kneel, crouch, or crawl.

This position is very physically demanding and the individual must regularly and repetitively lift and /or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

The employee is regularly required to stand and walk up to 3 miles or more at a time; use hands to finger, handle, or feel; reach with hands and arms repetitively in all directions; talk, hear, and see. Employee must be able to do repetitive typing on a computer.

8) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee is regularly exposed to outside weather including hot and humid conditions, well below freezing temperatures, rain, snow, sleet, mud and bright sun. Insects are encountered for part of the year.

The employee regularly works near moving mechanical parts and with large equipment such as tractor and plows. Employee is occasionally exposed to fumes or airborne particles, occasionally exposed to caustic chemicals, and occasionally at risk of electrical shock. Noise level in the work environment varies from moderate to a very loud level.