



Vermont Youth Conservation Corps

1949 East Main Street, Richmond, VT 05477

802-434-3969

www.vycc.org

info@vycc.org

Food & Farm Coordinator Job Description

Overview

The Food & Farm Coordinator position is a unique opportunity for an energetic entrepreneur to build on a new program at the VYCC and help it become fully self-sustainable over time. This full-time, year-round position will be responsible for building a comprehensive business plan with a sustainable funding structure for the Food & Farm Program, developing and maintaining relationships with partners, clients, and others in the farming community, contributing to the training, support, and supervision for our field programs and operating and managing the production of a vegetable and pasture poultry farm. The Food & Farm Coordinator has business development, supervisory and administrative responsibilities, and will be supervised by the Vice President for Programs.

The Food & Farm Coordinator will work as part of a highly motivated team to continue the growth of the Food & Farm Program. Areas of focus include but are not limited to: program growth, budget creation, fostering partner relationships, funding development, grant writing and reporting. Additionally the Coordinator will be responsible for managing all technical aspects of running a farm including vegetable production, animal husbandry, hiring and supervising farm interns, and staff training. Attributes of the ideal candidate include energy, confidence, and the ability to build and maintain relationships, the ability to work independently as well as within a close team, the ability to learn on the ground, and a strong desire to guide a newly established farm program.

The Food & Farm Coordinator will work closely with the VYCC staff, consultants, and partners to create a business plan and develop a sustainable funding structure for the Food & Farm Program. In addition, the Food & Farm Coordinator will work closely with program staff to support other VYCC programs, participate in field staff trainings, and work with VYCC crews participating in the Food & Farm Program.

The Food & Farm Coordinator must possess exceptional time management skills, strong written and verbal communication, the ability to effectively manage competing priorities, be open to ongoing

training related to the organization's systems and high performance expectations, follow through with multiple on-going responsibilities, and have a strong desire to network and build business for VYCC.

This position involves long and unconventional hours. The Food & Farm Coordinator must be able to work some evenings and weekends. Like all positions at the VYCC, the Food and Farm Coordinator must be prepared to take on new and unexpected responsibilities that come with being part of a dynamic organization.

Monitor Barns Farm

The MBF began in 2010 as a partnership between the VYCC and Maple Wind Farm. In its first year MBF grew vegetables and raised poultry on approximately 4 acres for an 80 member CSA, farmers markets, schools and food shelves with the help of 4 AmeriCorps interns.

Environmental Factors

The Food & Farm Coordinator will be based out of the VYCC Headquarters Office in Richmond, VT. The office currently houses 16 full-time staff, as well as varying numbers of interns and volunteers who assist with special projects throughout the season. The Food & Farm Coordinator must be able to maintain focus and productivity amidst a bustling office atmosphere while sharing office space with others. The Vermont Youth Conservation Corps is an organization that cultivates success using a team approach. Full-time staff needs to balance personal initiative and independence with an ability to effectively utilize the team process.

The Vermont Youth Conservation Corps

The VYCC is a non-profit service, conservation, and education organization modeled after the 1930's Civilian Conservation Corps. The VYCC instills the values of personal responsibility, hard work, education, and respect for the environment in young people. Corps Members, young adults 16-24, work, live, and study together in small groups, completing priority conservation and park management projects throughout Vermont under the guidance of highly-trained leaders. In recent years, the VYCC has expanded its programs to include work with high schools and technical centers along with this initiative in agriculture.

Primary Responsibilities

- Manage all aspects of vegetable and livestock production, including planning, planting, managing, harvesting, and distributing crops.
- Hire and supervise farm interns, VYCC crews, and volunteers who are working as part of the Food & Farm Program
- Oversee production of the CSA model and distribution of food
- Develop a sustainable funding structure for the Food & Farm Program
- Manage Farm Budget
- Develop and provide support for Farm Advisory Board
- Create a business plan for the Food & Farm Program
- Create and lead Food & Farm Program marketing initiatives
- Develop relationships with local farmers, businesses, and organizations to continue the growth of the Food & Farm program

- Manage communications with the VYCC Farm partnering organizations including the Vermont Foodbank, local food shelves, area schools, and NOFA

Other Responsibilities

- Assist with VYCC Summer and School Programs as needed and appropriate.
- Assist with designing a farm curriculum for VYCC School program.
- Participate in Field Staff Trainings
- Attend program events
- Serve as an on-site project sponsor for VYCC crews

Minimum Qualifications

- Past farm experience:
 - Experience in vegetable production and work within a CSA model
 - Experience in livestock management
- Proficiency or ability to learn to use a tractor and other mechanical equipment including the associated maintenance and repair
- Basic carpentry skills
- Proficiency with budgeting, managing logistics, and administrative duties
- A strong entrepreneurial attitude and demonstrated experience
- Solid belief in the Vermont Youth Conservation Corps mission
- Excellent interpersonal skills and verbal communication skills
- Dynamic personality
- Exceptional time management, organizational skills, and attention to detail
- Availability to work regular weeknights and weekends as needed
- Commitment to education and working within the local community
- Strong supervision and leadership experience

Compensation

- Salaried, exempt from overtime
- Medical and dental Insurance
- Annual Leave
- Organizational dedication to on-going professional development

Start Date

- February 14, 2010 (tentative)

To Apply

Please send a cover letter, resume, and contact information for three professional references to the address below by January 14, 2010.

2010 Food and Farm Coordinator Search
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