



POSITION SUMMARY

In conjunction with the Agriculture Manager, the Assistant Farm Manager will be charged with supervising and maintaining the daily operations of all TCAH farms in Brooklyn and Queens. This position includes working closely with youth, volunteer groups, and community members, to oversee all youth and volunteer participants, while physically working as part of the team. The Assistant Farm Manager directs the activities in the 2 fold general farm activity for optimal productivity and success of the farm programs.

REPORTING RELATIONSHIPS AND COMMUNICATIONS

- Communicates with the Farm Manager on a weekly basis regarding general farm operations.
- Provides bi-weekly monthly written updates.

RESPONSIBILITIES AND DUTIES

1. Administrative:

- Assist Farm Manager with the execution of the green teen curriculum
- Assist Lead farmers and Workforce Empowerment Manager to set up monthly trips surrounding food awareness and food justice .i.e local meeting, seminars, workshops etc.
- Organise farm staff and interns to prepare orders for farm stand/ CSA/ Food Box, Food Coop, Fresh Vibes market and all other TCAH programs and partners.
- Record keeping: Ensure Farm Assistant completes farm sales invoices/ orders/deliveries (restaurants, stores etc), harvesting, planting and weight records
- Coordinate with the Mobile Market Manager to discuss the farm involvement for the market season
- Set up and partake in department bi-weekly meetings (w farm assistant, lead farmer, and manager)
- Assist with the promotion of the farms, farm programs and events in educational institutions, local non-profits,
- Collaborate with the WE Manager to ensure seasonal green teens pre and post evaluations/surveys are completed
- Submit a monthly report for all farm activities, this includes

- Green Teens participants
- Community engagement
- Produce harvested
- Eggs collected
- Volunteers
- Plan and execute Children Harvest Festival (Fall Event)

2. Manual Labor

- Maintaining and monitoring the quality of yield, crop etc
- Making sure that produce is ready for pickup deadlines, such as CSAs, mobile farm stands, pantry, cafe, resuaturats etc
- Some hands-on farming activity
 - Bed preparation, watering, seeding, transplanting, harvesting etc.
- Arranging the maintenance and repairs of tools and equipment, fences, gates, greenhouse

3. Green Teens:

- Hold workshop to help and promote urban farming knowledge
- Ensure food safety by promoting individual awareness of food hazards (pesticides and insecticides)
- Manage green teens performance by providing training and feedback to ensure that they have the appropriate skills for the assigned tasks
- Work with Farm Manager and the Director of Programs to organize green teens for the setup and breakdown of TCAH's Annual Children's Harvest Festival (Fall Event)

4. Volunteers

- Assist Volunteer Manager with volunteer participation on the farms
- Coordinate with local schools to organise farm tours

QUALIFICATIONS

1. Minimum of 2 year experience working with youth development.
2. Commitment to, passion for, and experience with farming using sustainable agriculture techniques (no pesticides).
3. Self-motivated, excellent communicator, ability to work well alone as well as with others
4. Willingness to work outdoors in all weather
5. Able to lift up to 50 pounds
6. Able to solve problems independently and as part of a team
7. Experience working with diverse groups and people of all ages, abilities, races, genders, sexual orientations, religious or ethnic, national origin background.
8. Have familiarity with Central Brooklyn and/or Edgemere/Arverne Far Rockaway community and is a resident of one of these areas.

9. Valid driver's license
10. Experience with Aquaponics and Hydroponics and knows how to operate and teach the basics of the 2 systems.
11. Have experience crop planning, seeding, and planting.
12. Understanding drip irrigation & overhead watering
13. Knows pest, weed, and disease management
14. Have experience supervising production for markets, programs, and donations.
15. Are comfortable with social media posting.
16. Able to commit to a flexible work schedule and weekends.
17. Strong interpersonal and leadership skills.
18. Have the ability to think critically and give directions with a positive and constructive attitude.
19. Strong prioritization and time management skills.
20. Takes initiative and committed to improving processes.
21. Effective communication skills and pays attention to detail and quality.
22. Experience in using a variety of farm tools or willingness to learn.
23. Knowledge of various aspects of market vegetable farming including, but not limited to, field work, propagation etc.
24. Proficient in Microsoft (word, excel, powerpoint) and Google (docs, sheets, and slides)
25. Must be passionate about helping the community.
26. Strong commitment to food justice values.

SIGNATURES

I understand that my signature indicates only that I have read and discussed this job description with my supervisor. And I understand the terms and conditions of my responsibilities.

Employee Signature

Date

Supervisor's Signature

Date

