

Rio Grande Community Farms (RGCF)

Position Description- AmeriCorps Team Leader Farm Manager update date: 7/10/2010

General Description- the Team Leader (TL) will organize the activities of 8 AmeriCorps Farm Intern positions placed at Rio Grande Community Farm. The Team Leader will take direction from the Chief Farmer and follow the planting schedule as developed by the Farming Committee. The TL needs to have both management skills and experience in farming/gardening. In addition, the TL will be the point person for leading the “Get Er Done!” work crew for a 10 week period in the winter.

Specific duties include:

As Team Leader:

- coordinate work schedules for 8 AmeriCorps members assuring that all staff properly sign in and time is recorded properly.
- make day to day decisions on the priorities that have previously been set by the Chief Farmer. Every Thursday an organizational meeting will be held between the Chief Farmer and Team Leader to outline the activities for the coming week. It is the Team Leaders job to prioritize the tasks for the 8 AmeriCorps members to assure that the weeks tasks get completed. SPECIAL NOTE: The Chief Farmer is on-site every day and is always available to the Team Leader for direction and clarification.
- keep accurate records of what is planted and when, for the purpose of organic certification.
- keep other records as necessary for the purpose of organic certification.
- in consultation with the Chief Farmer if necessary, make day-to-day decisions about how to proceed on work needing to be done.
- order supplies and materials as needed
- working with the RGCF Marketing intern, coordinate the harvesting and packing of products for delivery to customers. The TL will be expected to know what crops are ready for harvest and delivery and coordinate harvesting with the Marketing Intern.
- assure quality control standards for planting, harvesting, etc are maintained by the 8 AmeriCorps members.

It is anticipated that between 25%-50% of the time of the TL will be spent on actual management tasks. The remainder of the time the TL will be engaged in the same activities as the Farm Interns:

- planting starts in the early spring for plant out in the fields
- maintaining, pruning, fertilizing starts to maximize growth and health
- planting out starts in the fields
- preparation of field areas using hand tools and walk behind tractor equipment
- pruning, staking, fertilizing starts planted out
- season extension activity such as hoop houses and row covers

- disease and pest prevention techniques
- harvesting of crops
- storage and packaging of crops for delivery
- following all NOP and NMOCC organic standards
- irrigating using all systems available: flood; well, gravity and City water drip systems
- digging trenches for buried pipelines using hand tools and walk behind equipment
- operating irrigation equipment
- maintaining flood irrigation ditches

As “Get Er done!” Crew Chief:

Note: During the months of November, December and January, the 8 AmeriCorps members will complete infrastructure projects for the farm such as installing fences, painting barns, laying irrigation tape, etc.

- coordinate staff and equipment for each job.
- work with the RGCF Licensed Contractor to clarify what steps are to be taken for each job and how to assure safe use of all tools and equipment
- coordinate schedules and job location
- be the construction crew chief leader

The following experience is required for this job:

- 2 or more years working on a farm either as a paid staff or intern
- experience in managing young interns in some capacity
- knowledge of organic farming/gardening
- computer skills including Excell and Word
- experience in record keeping
- current driver's license

The following experience is preferred but not required:

- skills in construction and tool operation
- tractor and implement use
- drip irrigation and/or flood irrigation
- plant propagation

This position pays \$18,000 per year plus a \$5,350 educational stipend at the successful completion of the year. A one year commitment is required. Position includes no-cost health insurance (if candidate qualifies). Hours are flexible. This position is an AmeriCorps position supplemented with funds from RGCF. For more information about AmeriCorps service visit: www.americorps.gov. Start date for the program is 9/1/2010 and ends 8/31/2011. For more information about Rio Grande Community Farm, visit: www.riograndefarm.org.

Folks interested should send a cover letter and resume via email to: minormorgan@northvalleyorganics.com. Folks can call Minor Morgan at: (505) 379-1640 with questions.

This position will remain open until filled or until August 15, 2010, whichever occurs first.