



## Job Announcement

# Boulder Cultiva CSA Farm Manager

Growing Gardens is a Boulder based non-profit organization established in 1998 with the mission to enrich the lives of the community through sustainable urban agriculture. Growing Gardens helps people experience a direct, deep connection with food, the land and each other through our programs for diverse populations: the Children's Peace Garden, Community Classes, Community Gardens, and Cultiva Youth Project. Our activities are centered in the heart of Boulder on 11 acres of land that has been in agricultural use for the past 100 years. We are expanding our programming with a 2 acre farm in Longmont in 2016. To learn more about Growing Gardens, visit [www.growinggardens.org](http://www.growinggardens.org).

**Job Title:** Cultiva CSA Farm Manager

**Job Status:** Full Time Employee

**Reports To:** Site Director

**Pay:** This position is paid salary. 40 hours a week, however hours may go up seasonally especially in the spring. Salary range: \$31,500- \$37,000.

**Benefits:** Health Insurance, Dental Insurance, IRA Retirement benefit after 1 year of employment. Paid Time Off (Vacation, Sick Leave and Holidays)

**Application Deadline:** December 28, 2015. Interviews will start December 14th and continue until the position is filled.

### TO APPLY:

No phone calls please. Email your resume, cover letter, and two letters of recommendation with "Boulder CSA Farm Manager" in the email subject line to: Lauren@[GrowingGardens.org](http://GrowingGardens.org)

### Job Purpose:

The role of the Cultiva CSA Farm Manager is to oversee vegetable production, sales, and donations from the Cultiva farm and greenhouse. The Cultiva CSA Farm Manager is also responsible for creating an empowering learning environment for the Cultiva youth and interns at the farm and CSA.

### Required Qualifications

- 3 years of experience in organic vegetable production for a CSA
- Experience creating planting schedule, ordering seeds, starting plants in greenhouse and field
- Experience creating and using field maps
- Using and maintaining drip irrigation, tractors and other farm implements
- Exceptional relationship-building skills
- Ability and desire to be a mentor for teens and college age interns
- Excellent communication skills (public speaking, recruiting, interacting with adults from other non-profits, email and phone communication)
- Mentoring skills including the ability to provide group and individual feedback to teens, interns, and coworkers Experience managing large groups
- Ability to multi-task, to organize, prioritize, and delegate tasks
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- Successful project management skills
- Ability to work long hours (starting in the early morning) in dry heat, rain and cold
- Ability to work independently as well as collaboratively with a small staff
- Bilingual Spanish/English is highly desired

#### **Major Functions and Accountability**

- Reports to Site Director
- Coordinates with other Growing Gardens staff to fulfill program needs
- Work with Volunteer Coordinator to schedule and manage volunteers for special projects
- Oversees 2 year-long farm interns
- Oversees vegetable production, harvesting and CSA pick-up for a 65 member CSA
- Serves as a liaison between Growing Gardens and visitors of all ages to the Cultiva Farm
- Education and training of interns and tour groups
- Oversee wholesale marketing of excess crops to our restaurant partners
- Outreach and marketing work with participating agencies and organizations
- Record keeping and administrative work around farm production for Organic Certifications
- Attend weekly staff meetings

#### **Interns and Cultiva Youth Project Teens**

- Meet weekly throughout the year with Cultiva Teen Youth Leaders and Program Coordinator, to help plan and implement a successful program on the Farm
- Daily work during the 9 weeks of summer with 50 Cultiva teens (25 each day)
- Oversee farm projects and help the Youth Leaders manage their work crews.

- Maintain work flow from one project to the next during the summer teen program, ensure work quality and pace, outline projects and materials, teaching and demonstrating related to sustainable agriculture topics
- Following up with stakeholders and maintaining open communication throughout the season to ensure project success
- Provide pre-season training and in-season educational opportunities to Interns and Youth Leaders
- Teach the three Intro to Gardening and one Intermediate Gardening classes to the general public and any future classes
- Teach workshops to groups that request them as part of their volunteering
- Conduct Intern check in evaluations

### **CSA Farm Management**

- Oversee and maintain irrigation system
- Oversee all transplanting and seeding for farm production
- Coordinate with Hawthorn Site Director for seedling production in early spring
- Weeding, pest management, and site upkeep
- Harvest, process, and distribute produce for 22 week CSA
- Set up weekly Wednesday night CSA stand for pick-up, prepare teens to help run the pick up June - October
- Managing intern and volunteers to assist in farm tasks
- Proper use and maintenance of farm equipment including, tiller, mower, and manual farming implements
- Community and farm liaison with neighbors and CSA members
- Joyful sharing of your knowledge and crops with children's programming
- End of season chores including winterizing beds, irrigation, and tools

### **Record keeping and administrative work**

- Develop garden layout map for field (update each year with crop rotations and adjustments to crop varieties/ amounts)
- Analyze harvest and CSA records for yearly improvements
- Work with Cultiva Youth Leaders to determine changes to the Cultiva crop list for the next season, based on CSA participant feedback and youth feedback from the previous summer
- Develop timeline for greenhouse and field planting
- Ordering seeds and supplies
- Yearly soil testing through CSU Lab
- **Obtain yearly Organic Certification (including: record keeping, application and field inspection)**
- Attend weekly Youth Leader meetings
- Keep and analyze records

### **Events**

- Growing Gardens hosts a number of events throughout year. This person will work with all other staff to make these events successful.

**Special Requirements:**

- Hours change seasonally and additional time may be required, including occasional weekend and evening work and long hours as necessary
- Ability to operate computers, mobile devices, office and farm equipment
- Ability to interact with volunteers, interns, youth, people with disabilities and the general public on a daily basis
- Ability to work on uneven terrain in the field
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment
- Must be able to lift 50lbs
- Must have a reliable vehicle for transportation between site and partner organizations. Must have a cell phone. (\$20 per month cell phone reimbursement will be issued)
- Must submit to a fingerprint background check

This position offers many great rewards and is an excellent opportunity to put your heart into your work place.