



**TITLE:** Farm Manager  
**REPORTS TO:** Executive Director  
**STATUS:** 32 hours/week  
0.8 FTE  
Some flexibility based on seasonality  
**FSLA:** Exempt  
**SCHEDULE:** Must attend scheduled events and staff meetings through the year  
**SALARY:** \$36,000 - \$39,000/year (equivalent to \$21.60 - \$23.44/hour)

**MISSION:** Loveland Youth Gardeners (LYG) empowers youth facing challenges to cultivate life/work skills, environmental stewardship, and a spirit of community service, because everyone deserves to thrive.

**SUMMARY:** The Farm Manager is responsible for overseeing all key operations on Loveland Youth Gardeners' 0.6 acre urban farm. This youth-led farm is the primary site for LYG's programming, which serves young people ages 3 - 21. In partnership with the Program Director and Executive Director, the Farm Manager will help to create and maintain an inclusive farm environment where young people are actively encouraged to participate in all aspects of farm operations with appropriate supervision and support. LYG utilizes organic farming practices, and emphasizes sustainability and environmental stewardship in its agricultural work. Our farm includes chickens and bees, and care for our animals is an important component of the role. You will be joining a small team that works closely together to ensure that farming operations serve the purpose of educating and empowering youth.

### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

The following are illustrative of the primary functions of this position and are not intended to be all inclusive:

#### **Farm Operations**

- Produce annual farm plans, including seed ordering and material acquisition;
  - Develop, implement and manage an annual plan for the whole site (including community gardens, chickens, bees and other on-farm growing spaces) including production, marketing, and financial plans, in conjunction with LYG staff
  - Maintain all relevant crop records
- Plan and implement weekly planting schedule
  - Facilitate farm team meetings, and oversee the seasonal work plan as well as weekly and daily "to do" lists
- Lead all aspects of crop production, including soil management and field preparation, greenhouse seeding and seedling management, transplanting, direct seeding, weeding, irrigation, harvesting and post-harvest handling of produce
- Plan weekly harvest schedule, lead harvest operations, and collaborate with Volunteer Manager to schedule volunteers for produce preparation and delivery
- Infrastructure planning, creation and maintenance
  - Irrigation planning and implementation

- Oversee maintenance of farm implements, infrastructure, tools, and supplies, and budget for repairs, replacements, and upgrades
- Maintain farm infrastructure and landscape with the help of interns and volunteers
- Work with Program Director to instruct students in farming/gardening skills
- Interact directly with youth during program hours to help facilitate collaborative farm work
- Regularly consult with youth and community members regarding their ideas for the farm space, and integrate feedback in collaboration with LYG team
- Participate in planning for long-term farm development
- Create and maintain LYG standards of production to ensure the highest quality produce
- Insect and weed control, fertility monitoring and general field observation
  - Improve upon and implement fertility, weed, pest and disease management plans
- Integration of farm with other programs
  - Coordinate produce needs with culinary, market and educational programs
- Work in the farm, outdoor classroom, and office including hard repetitive physical work

### **Intern & Volunteer Supervision**

- Supervise farm interns and volunteers (patiently and respectfully) during relevant programming, events, and volunteer days with support from the Volunteer Manager
- Train and supervise volunteers in all relevant aspects of crop production, harvesting, planting, etc in partnership with the Volunteer Manager
- Understand the importance of the volunteer-staff partnership and integrate the value of volunteerism in interactions with community members, volunteers, donors, and staff

### **Budgeting & Reporting**

- Complete a written monthly report to the LYG Executive Director and attend one Board meeting per year
- Manage an annual farm budget in partnership with the Executive Director
- Maintain detailed and thorough records of farm expenses and income sources
- Collect data and monthly reports on production and activities, including harvest data and donations of produce

### **Additional Tasks**

- Provide farm updates to team members managing marketing, website, and outreach
- Attend and staff LYG events as needed/requested (may include occasional evening and weekend hours)
- Regularly take photos of the farm and onsite activities for use in marketing, social media, etc.
- Contribute ideas/content for monthly e-newsletter and annual report
- Other duties as assigned

**MINIMUM QUALIFICATIONS:** High school diploma or GED is required. Bachelor's degree preferred but not required. Equivalent combinations of education and experience may be considered.

### **Requirements:**

- Minimum two years experience of full-season farm management
- Experience working in a team environment with proven leadership skills
- Demonstrated ability to work independently
- Demonstrated organizational and record keeping skills

- Demonstrated farm planning experience and working knowledge of farm infrastructure
- Experience in growing using organic/biodynamic principles
- Basic carpentry skills or desire to learn
- Interest in working with youth and youth programs
- Demonstrated communication skills
- Ability to repeatedly lift 50 pounds
- Self-motivated, cooperative, and flexible
- Ability to responsibly manage administrative and record keeping tasks related to running the farm business and overall success of the organization
- Demonstrated ability to work within a diverse community (people of different ages, abilities, and cultural backgrounds)
- Interest in teaching and desire to work with the public
- Demonstrated experience developing and implementing crop plans
- Passion for working outdoors
- Ability to work long hours in all types of weather conditions with seasonally heavy workloads
- Experience designing and implementing irrigation systems (including PVC piping, drip tape, sprinklers, misters) or desire to learn
- Demonstrated experience managing administrative and financial activities associated with crop production including well-developed budget
- Ability to manage multiple projects, set priorities, and adhere to strict deadlines
- Familiar and proficient with G-Suite (Google Drive, Sheets, Docs, Calendar, Gmail), Microsoft Office, Adobe and computer applications or willingness to learn
- Must be able to pass a background check and be eligible to work with youth per agency policies

#### **CORE VALUES**

- Positive relationships
- Respect for self, others, and environment
- Community Engagement
- Compassion
- Commitment
- Diversity
- Collaboration
- Interdependence

#### **SALARY & BENEFITS**

In addition to annual salary of \$36,000 - \$39,000/year (equivalent to \$21.60 - \$23.44/hour), the employee will receive additional benefits including a \$4,320 annual stipend for healthcare, funding for continuing education/professional development, holidays, paid vacation, and access to fresh produce, eggs, and honey.

#### **HOW TO APPLY**

Please submit the following documents to Kelly Robenhagen at [director@lovelandyouthgardeners.org](mailto:director@lovelandyouthgardeners.org). A single PDF is preferred. No phone calls, please.

- A cover letter stating your interest in the position and relevant qualifications
- A resume outlining your education, professional experience, and achievements
- Contact information for three professional references

For first round consideration, please apply by **5pm on Wednesday, February 14th**. Position will remain open until filled.

Research shows that women and people of color are less likely to apply for jobs unless they believe they can perform every task listed within a job description. We are committed to finding the best candidate for the job, and that candidate may come from a less traditional background. LYG provides support for staff looking to learn new skills as part of their role. LYG may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.