



Farm Coordinator Position Description

Location: Irvine, CA
Reports To: Agriculture Manager
Status: Full-Time, Non-Exempt, Hourly; \$23.90 - \$25.31/hour (DOE)
Schedule: Tuesday – Saturday; 6:30am - 3:00pm
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15+ Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION DESCRIPTION:

The Farm Coordinator is responsible for working alongside the Agriculture Manager to coordinate and assist with maintaining the Food Bank's Farm Programs.

Second Harvest Food Bank of Orange County operates Harvest Solutions Farm, a 40-acre farm located at the UC South Coast Research Center, and Founders Farm, an urban farm comprised of raised growing trays. We operate our programs with the support of volunteers from the community. Volunteers (7 years old and older) plant, weed, harvest, and maintain the fields with the oversight and direction of the Farm Coordinator(s) and Agriculture Manager. The objective of this exciting program is to deliver dignified, equitable and consistent nutritious food to our community while providing volunteers with a positive, educational, and inspiring experience at the farm.

This role is responsible for daily orientation and project explanation to individuals and groups entering the farm. The Farm Coordinator will demonstrate projects and ensure safety procedures are followed by all participants. This is a unique position requiring everyday hands-on labor and daily interactions with large groups of people.

ESSENTIAL JOB FUNCTIONS:

- Assist in the day-to-day operations of facilitating volunteer groups and individuals
- Orientate and train volunteers
- Educate volunteers about safety procedures and responsibility to implement those procedures
- Lead volunteer groups in planting, weeding, harvesting and other general farm tasks
- Serve as a point of contact for providing instruction to volunteers at the farm
- Keep track of farm operations through documentation, volunteer hour verification, and data entry
- Assist with retention of volunteers by creating a positive experience
- Work with the Agriculture Manager to develop and expand volunteer opportunities



- Respond to volunteer inquiries via email and phone calls
- Work and communicate effectively cross-departmentally, and with external farm partners
- Other responsibilities as needed and requested

QUALIFICATIONS or REQUIREMENTS:

- Experience, education, or strong interest in agriculture or food production
- Bilingual English/Spanish preferred
- Must be proficient in Microsoft Office
- Operate and safely drive farm vehicles and a forklift
- Excellent customer service skills
- Able to maintain a positive attitude and diplomatic demeanor
- Able to present oneself professionally
- Flexible and adaptable to change
- Feels comfortable speaking to groups
- Ability to collaborate with others and foster relationships with people of various ages, and ethnic and socio-economic backgrounds
- An ability to encourage and uphold an inclusive space for all participants
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
- Proactive, detail-oriented and a self-starter

PHYSICAL DEMANDS/ ENVIRONMENTAL FACTORS

- Outdoor environment on a farm, year-round
- Moderate to loud noise environment
- Weather and temperatures range from hot to cold, and wet to dry
- Regularly required to stand, walk, bend, crouch, lift, reach, and use hands
- Regularly required to lift and carry 50 lbs.
- Regular use of computers, phones, and sitting at a desk

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.