



Volunteer and Education Assistant- Powhatan and Northside

About Shalom Farms

Shalom Farms is a nonprofit, food justice organization. We believe that everyone deserves equitable access to nourishing food and meaningful opportunities to grow, choose, cook and enjoy that food. On our two Certified Naturally Grown farms, we work with thousands of volunteers each year to produce more than 200,000 pounds of fruits and vegetables, which we distribute throughout the Richmond, VA, metro region through a variety of programs and partnerships.

About the Position

We are looking for 2 Volunteer and Education Assistants—one at our Powhatan farm and one at our Northside farm. The V+E Assistant position is a season-long, full-time position. Under the guidance of the Volunteer and Education Director, Farm Manager, and the supervision of the Volunteer and Education Coordinator, the V+E Assistant will supervise and work alongside volunteers and students of all ages in order to complete farm work and facilitate educational opportunities. While they will primarily support the Volunteer and Education Coordinator, the V+E Assistant will also be asked to manage smaller groups and individual volunteers on their own as needed. When not working with volunteers and visitors, the V+E Assistant will participate in general farm work and will defer to the Farm Manager on their site for guidance.

Duties will generally be carried out the farm you're based at, however, the V+E Assistant will occasionally be required to support volunteers on the other farm site during times in the season where the workload there is higher.

Key Areas of Responsibility

Volunteer Supervision and Support (50%)

Directly leading and instructing individual volunteers and small groups, as well as assisting in the management of larger groups and supporting other volunteer staff (at both locations) as needed.

Field Trip and Education Support (10%)

Leading educational tours for volunteers and visitors and occasionally leading or assisting with Field Trips for children.

General Farm Work (35%)

Helping with the completing of daily farm tasks and chores.

Other (5%)

Meetings, cross-departmental and educational opportunities, and other duties as assigned.

Detail

Volunteer Supervision and Support (50%)

- Support Volunteer and Education Coordinator in order to ensure that all volunteers and visitors feel well equipped to carry out their assigned tasks.
- Directly manage individual volunteers and small groups in the completion of daily farm tasks.
- Facilitate and participate in community building and gratitude for volunteers.
- Contribute feedback on how to improve volunteer programming on the farm and pass along feedback from others.
- Provide general information to visitors on how to further engage with the organization.
- Maintain weekly 1:1 meetings with the Volunteer and Education Coordinator .
- Participate in monthly Volunteer and Ed. team meetings.
- Uphold Shalom's community values and participates in a culture that prioritizes safety, inclusion, education, warmth and humility.

Field trip and Education Support (10%)

- With assistance from Volunteer and Education Director and Volunteer and Education Coordinator, lead educational programming for students of all ages
- Lead general farm tours and provide educational orientation for new volunteers and small volunteer groups as needed
- Support other V+E staff with field trip set up and other day-of logistics
- Contribute feedback on how to improve educational opportunities on the farm, and pass along feedback from others

General Farm Work (35%)

- Assist with field work as assigned. Typical tasks include seeding, planting, harvesting, washing/packing produce, and field prep/maintenance.
- Help with the general organization and maintenance of all farm equipment and outbuildings.
- Participate in morning planning meetings.
- Participate in weekly farm meetings.

Other (5%)

- Explore educational opportunities as offered and discovered. These could be related to farming, nonprofit work, volunteer work, etc.
- Contribute to and participate in relevant committee and staff meetings, trainings, etc.
- Assist with distribution of produce at Mobile Market, and join other cross-departmental opportunities as they arise.
- Other duties as assigned.

Qualities

- Interest in farming and/or non-profit direct service work.
- Strong interpersonal and communication skills.
- Can communicate well, even in stressful situations; comfortable delegating.
- Willingness to work hard in difficult weather conditions.
- Ability to multitask.
- Detail oriented and highly organized.
- Commitment to social justice, anti-racism and the abolition of white-supremacy.
- Values diversity and enjoys working with diverse groups.
- Ability to work both with groups and alone.
- Ability to take initiative and work in a fast paced environment
- Ability to lift 50 lbs. or more repeatedly.

Must Haves

- Experience working with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic, rural/urban and religious lines.

Nice to Have

- Some farm and/or non profit experience, or a combination of both.
- A valid driver's license and clean driving record.

Compensation

This is a seasonal, 37.5 hour/week position. It begins March 11 and ends November 26. The rate of pay is \$16/hour. Paid leave and paid holidays will be provided, along with lots of farm produce!

To Apply

To apply for this position, please send a cover letter, resume, and 2-3 references to info@shalomfarms.org. Please be sure to indicate your preferred farm site (Powhatan or Northside) in your application. Applications will be reviewed on a rolling basis until the position is filled.

For more information, feel free to email, visit our website www.shalomfarms.org, or find us on Facebook and Instagram (@shalomfarms).