



Volunteer and Education Assistant (Northside)
11/15/24

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

The V+E Assistant position is a season-long, 30 hour per week position on Shalom's Northside farm site. With the guidance of the Engagement Director and supervision from the Engagement Manager and V+E Coordinator, the V+E Assistant will instruct 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 Production Specialist for guidance.

Duties will generally be carried out on our Northside farm, however, the V+E Assistant will occasionally be required to support volunteers on our Powhatan farm 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 as needed, including volunteer staff at our Powhatan farm location.

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.
- 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 Engagement Manager.
- Participate in monthly Engagement team meetings.
- Uphold Shalom's community values and participates in a culture that prioritizes safety, inclusion, education, warmth and humility.
- Management of Powhatan volunteers and support for the Powhatan farm staff as needed.

Field trip and Education Support (10%)

- With assistance from other Engagement team members, 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 Engagement 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 farm meetings as needed.

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.
- Work at least 2 out of 3 Shalom Farms events (Summer Open House req)
- 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 multi-task.
- Detail oriented and highly organized.
- Commitment to racial equity and to Shalom Farms' values: justice, collaboration,

integrity, respect, and sustainability

- 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 position that will fluctuate between 32 and 36 hours per week. It begins March 17 and ends October 31. The rate of pay is \$17.00/hour.

Paid leave and paid holidays will be provided for the duration of the contract. A vacation blackout for the months of July and August is required, but a paid full week off in August is provided. Plus lots of free farm produce!

To Apply

To apply for this position, please send a cover letter, resume, and 2-3 references to hr@shalomfarms.org. 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).