



FARM COORDINATOR

Accountable to: Outreach Director

General: In conjunction with the (Farm & Gardens) Outreach Director, the Farm & Gardens Program Coordinator is responsible for the management of the Farm & Gardens program and leading the Farm team. Guided by the Mission and Charter of L'Arche, the Farm Coordinator works with the Farm team to provide meaningful engagement for all who come onto the Farm.

Program Scope and Location: The L'Arche Farm & Gardens (F&G) main site is located in Pierce County, south of Tacoma, WA. Daily activities occur on site with operations extending off site at various farmers markets and events throughout the County. The F&G team works to ensure all participants in the Farm experience, including workers, volunteers, customers and service learning groups, live out the mission of L'Arche Farm & Gardens while creating plant and craft products that are of high quality. The F&G team includes the Employment Lead and Group Supported Employment crew, 3 Farm Associates (Jesuit Volunteer, Lutheran Volunteer, InVia Volunteer) and the Individualized Employment 1:1 Direct Support Associate.

Quality of Work Experience for Core Members

- Work with the F&G team to support Farm core members in their employment / vocational experience
- Ensure team members are trained in the seasonal needs and tasks of the Farm from fields to craft
- Provide input to Employment Lead for reviews and plans for Farm core members
- Ensure adherence to all policies and procedures as defined in the F&G Handbook / Manual
- Facilitate support of Farm core members and adjust the work plan according to seasonal needs

Quality of Work Experience for Farm Staff

- Lead the F&G team to train, support, and coordinate plans and schedules for each season, including activities, products and plants
- Maintain high quality of products by monitoring quality control at all steps of the process
- Provide functional accompaniment for the Farm Team
- Develop agendas and facilitate monthly planning days

Administrative Responsibilities

- Communicate maintenance needs to Outreach Director
- Attend evening Farm Advisory Committee meetings 4-6 times per year
- Maintain all required F&G documentation
- Coordinate natural and material resources necessary for planned products and events
- Assist Employment Lead as needed with documentation and tracking
- Maintain and build relationships with partner organizations, especially farmers markets and schools
- With the Outreach Director and Advisory Committee, update the F&G business and program plan annually

Community Expectations

- Model the Rules of Cooperation and foster cooperative relationships
- Facilitate a variety of Farm experiences for diverse populations

- Show flexibility and responsiveness to core member needs and adjust program plans accordingly
- Commit to the mission and philosophy of L'Arche
- Assist with coordination of F&G events and celebrations
- Willingness to take on other duties as assigned

Skills and Qualities Desired

- Familiarity with advanced horticultural techniques from fields to greenhouse growing
- Ability to listen and respond appropriately to both verbal and nonverbal communication
- Ability to track and delegate multiple layers of programming
- Strong interpersonal and communication skills
- Self-starter and highly motivated team player
- Ability to organize and present information to others
- Strong personal organization and time management
- Committed to own personal and spiritual growth
- Sense of humor
- Demonstrated adaptability and flexibility
- Home Care Aide / Nursing Assistant Registered with Exemption letter and Nurse Delegation

Minimum Qualifications

- Four-year college degree (may substitute relevant experience)
- Two years of work experience with people with intellectual disabilities
- Basic knowledge of growing methodologies around greenhouse and field management
- Comfortable speaking and engaging with large groups
- Competent in Microsoft Office products, especially Excel, and common email and social media apps
- Valid driver's license
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test
- Ability to lift up to 50 pounds

Trainings/Certifications Required (can be completed after hire)

- Trainings required by the Pierce County Community Connections contract
- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handler's Certificate

Wages and Benefits

Full-time position working Monday-Saturday and occasional Sundays, requiring up to 10 hours per week of overtime during the busy season (April - August). Benefits eligible. Wage dependent on qualifications: starts at \$16.00/hour

To apply, submit a Cover Letter and your Resume to info@larchetahomahope.org by April 28.