Montezuma School to Farm Project
Program and Production Coordinator Position

The Montezuma School to Farm Project’s (MSTFP) mission is to unite our local agricultural heritage with our growing future by engaging students at the crossroads of sustainable agriculture, resource conservation, health and economics through educational experiences in outdoor garden classes, on field trips and summer farm camps.

Montezuma School to Farm Project is a program of the Mancos Conservation District in Southwestern Colorado. Since 2009 MSTFP has focused on providing integrated, hands-on school garden classes to the three county school districts. We accomplish this through experiential education opportunities in the School-Based Outdoor Learning Labs (SOLL), summer programs, field trip and youth farmer apprenticeship programs. (for more info - www.montezumaschooltofarm.org/)

The MSTFP Program and Production Coordinator is responsible for:

1) Production oversight of the management and function of all school garden sites (currently 6 growing to 9) through working with AmeriCorps service members, food service directors, and community volunteers. This is carried out by providing the staff with resources that enable them to care for the spaces through trainings, infrastructure repair and development, and management of garden maintenance systems. The Production Manager is also responsible for coordinating garden produce to be distributed to garden classes, school cafeterias, and local food pantries while ensuring safe handling and processing techniques are being used by students and MSTFP staff. Seeds, tools, and general materials are inventoried and purchased through the Production Manager to create cohesion and efficiency across all sites. The Production Manager also collaborates with local producers, local Farmer’s Markets, and FFA programs at the school districts. He/She will arrange for trainings with community expert and farmers on production related topics to include: food safety, proper growing and harvest practices, tool safety, cultural competency and high desert growing practices.

Other Production responsibilities:
- Meet with AmeriCorps members weekly to assess site’s needs
- Coordinate crop harvests and delivery with garden classes, cafeterias, and food pantries
- Growing and planting calendars/maps and support
- Work with AmeriCorps members to develop, improve or maintain irrigation systems in gardens while incorporating water conservation practices
- Ensure sites look well-kept and are satisfying district maintenance requests
- Eliminate any potential safety risks to students
- Coordinate any materials needed for landscaping (woodchips, rocks, topsoil, perennials, etc.)
- Manage inventory of tools at each site and at office
- Volunteer organizing if needed
- Material purchases
- Research and plan project materials, budget, and design
- Construction coordination
- Track quantity and availability of all seed varieties in program seed inventory
- Work on determining potential collaborations between FFA and MSTFP
- Ensure each garden site’s budget is on track.
- coordinate production and curriculum needs

2) Programming oversight of all school garden classes (currently 82 classes) through training and managing AmeriCorps Garden Coordinators, planning curriculum, working with the SOLL Hub Coordinator to schedule classes, and collaborating with school district and MSTFP staff. This is carried out by providing the AmeriCorps with resources that enable them to perform their
position through trainings and support in classroom management, experiential education, lesson adaptation and planning, cooking and statistics tracking. Ingredients and classroom materials are inventoried and purchased through the Program and Production Coordinator to create cohesion and efficiency across all sites. The Program and Production Coordinator also collaborates with educational professionals for trainings and evaluation, and wellness committees at all school districts.

Other Programming responsibilities:
- Responsible for monthly conference calls, weekly OnCorps oversight, OnCorps supervisor reporting, quarterly evaluations and quarterly reporting
- Development and management of MSTFP team support schedule and daily scheduling such as Google Calendars; including scheduling school specific events, staff meetings, trainings, staff retreats and fundraisers
- Facilitate the training and mentoring of AmeriCorps throughout the year through shadowing, check-in’s and teaching evaluation
- Create systems for organization and planning of lessons and curriculum
- Advertise, screen, interview and hire applicants in collaboration with Director
- Manage statistics tracking for La Puente stats and grant deliverable educational stats
- Meet with AmeriCorps for one-on-one’s on a weekly or bi-weekly basis
- Meet with district staff and plan class scheduling and lesson log
- Facilitate the scheduling of shadowing and evaluation in late fall and spring
- Organize comprehensive curriculum manual/plan for fall and spring in coordination with the SOLL Hub Coordinator
- Other Duties as assigned

Preferred Qualifications:
- Four-year degree or comparable work experience
- Experience in the areas of agriculture, local food systems, school garden programs
- Background in experiential education, teaching or leadership
- Proficiency in basic computer programs including: Microsoft (Word, Excel, PowerPoint), Google Drive, Google Calendars, Web and Mail Chimp (newsletters)
- Experience with Data and Statistics tracking
- Exceptional communication skills and rapport with staff, volunteers, community stakeholders
- Detail-oriented, with excellent organizational skills
- Demonstrated ability to set priorities, delegate tasks, and manage time effectively
- Creative problem solving skills, flexibility and patience
- Experience with hoop house management, garden planning, planting, harvesting, seed starting
- Knowledge of high altitude growing in arid climates
- Must have own transportation and valid driver’s license
- Must complete background check
- Flexible work schedule

Compensation:
- Salary: Commensurate with experience
- Benefits include: Paid vacation, holidays, and in accordance with MCD Employee Policies
- Full-time, salaried position annually renewed. Able to start position by March 19, 2018.
- This position will be an employee of the Mancos Conservation District of which MSTFP is project and will report directly to the MSTFP Director.

To Apply:
- Please send cover letter, résumé, and three professional references to mstfpdirector@gmail.com no later than Friday, February 26, 2018 at 5pm.