



Apple Seeds Farm Manager

Full Time: Salary

Fayetteville, AR

About Apple Seeds

Apple Seeds is a nonprofit organization based in Fayetteville, Arkansas that works to educate and excite children about fresh fruits and vegetables while increasing access to healthy food. Our mission is to inspire healthy living through garden-based education. Apple Seeds offers experiential garden and culinary based education through programs on our Teaching Farm and in schools, and provides support of fresh produce to local school pantries. Through this work, our programs reach over 21,000 students a year. For more information about Apple Seeds, visit <https://appleseedsnwa.org/>.

Job Description:

The farm manager plays a key role in overseeing and maintaining the 2-acre garden that is a foundational element for youth programming, a produce donation program, community involvement, and fundraising events.

The farm manager is responsible for the overall planning and development of gardens, orchards, high tunnels, raised beds, and cedar beds on the ground following organic and sustainable practices. In addition, the farm manager will oversee orderly caretaking of grounds surrounding office. The farm manager is responsible for growing crops that directly support program and event needs and works closely with the program team to ensure that programming needs are being met.

Apple Seeds is a community-based nonprofit that seeks opportunity to engage the community. A key role of the Farm Manager is to lead and welcome volunteers in garden tasks on a regular basis. The farm manager also hosts two garden workshops a year for the community.

In addition, this position manages logistics, creates efficient systems, communicates effectively with the team, manages a budget, trains, and manages 1-2 team members.

The farm manager is expected to hold extensive knowledge of gardening and serve as the garden expert for the team. The farm manager reports to the Executive Director.

Farm Responsibilities:

- Execute and delegate tasks as needed for crop management, planting, seeding, cover cropping, weeding, construction of gardens, irrigation installation and maintenance, orchard maintenance, and grounds maintenance for a year-round garden that supports programming.
- Coordinate planting times, harvest times, and preparation of starts to meet program needs for the school year and summer programs.
- Responsible for maintenance of grounds and any new additions to grounds including garden beds around the office, mowing grass, high tunnel maintenance, fence repairs,

water testing, irrigation set up/ disconnect, tool shed, and orderly storage of tools/gardening materials.

- Responsible for maintenance, registration, and upkeep of all equipment including tractor, lawn mower, trailers, ice machine, and vehicles.
- Organization and facilitation of weekly volunteer groups ranging in size from 1 to 30 people.
- Project & plan for seasonal work/garden schedules for planning, planting, maintaining, and harvesting.
- Production of 5,000 to 7,000 pounds of produce annually: crop planning, seeding, planting, ordering materials, irrigation, and use of greenhouse for starting plants.
- Responsible for maintaining GAP standards and protocol for farm/food safety.
- Management and oversight of food donation program to include harvests, safe food handling, packaging for donations, delivery to specified locations, and grant reporting documentation.
- Collaborations with the program team for identifying sites for delivery of produce to meet program goals and grant goals.
- Maintaining system for recording data for harvests and plantings.
- Develop daily and weekly task lists for farm board.
- Ensure the gardens are clean, orderly, safe and that all areas are regularly maintained including bird house, rpz box, rafters of pavilion and wash station, gutters, exterior water pipes, compost unit,
- Manage and mitigate risks for farm operations including safe food handling, operation of heavy equipment, removal of wasp nests, black widows, dirt dabbers, fallen limbs, or any other hazards on grounds.
- Utilize and manage operational budgets according to Apple Seeds policies to ensure proper stewardship of all funds.
- Collaborate and problem solve with the program director to ensure systems on the farm and in the programs are operating for the best interests of the organization's mission.
- Responsible for ensuring a team member is scheduled for open garden hours on Saturday mornings.

Managerial Responsibilities:

- Manage designated coordinators, part-time staff members, interns and volunteers, overseeing the completion of duties and tasks in their role(s)
- Lead onboarding, training, and orientation for new team members
- Consistently teach, train, and lead volunteers, interns, or others on the team in an encouraging and engaging manner.
- Provide guidance and ongoing feedback in a positive and constructive manner
- Hold regular check-ins and develop a system for tracking implementation of tasks
- Lead performance reviews of all direct reports
- Oversee direct report(s)' timesheets and requests for time off in accordance with the Apple Seeds handbook.
- This position may include oversight and administration of AmeriCorps NCCC program
- Demonstrate strong communication skills to work through a challenge respectfully and work towards a solution that benefits both parties.
- Serve as a role model for the organization's mission, standards, and values.

Outreach Responsibilities:

- Communicate in a professional and timely manner with partners, volunteers, team members, and anyone in the community who is interested in the work of Apple Seeds.

- Be a welcoming presence and source of information for anyone who stops by the garden.
- Lead and organize 2 workshops a year related to gardening that are free and open to the public.
- Collaborate and offer educational support/farm tours to Horticulture classes at the University or other related organizations.
- Support and recruit garden interns from the University.
- Lead tours of Apple Seeds on a weekly or monthly basis as needed.
- Be an engaging and supportive team member for fundraising initiatives which includes assisting at designated Apple Seeds fundraiser events
- Maintain partnerships and collaborations with other entities and organizations involved in gardening, horticulture or other related activities
- Organize, plan and lead or delegate a leader for all garden volunteer groups
- Engaging with volunteer groups in the evenings and on some Saturday mornings are regular parts of this position.

Additionally, the Farm Manager will work with the whole Apple Seeds team for initiatives that benefit the entire organization such as group team building activities, participating in fundraising initiatives, supporting other teams when needed, and other duties as assigned. Apple Seeds is a dynamic and growing organization and as such, the Farm Manager's job description is subject to change should the need arise.

Skills and Qualifications:

- Passion for the mission of Apple Seeds and a commitment to the values of the organization: respect, belonging, authenticity, engagement, and growth
- A minimum of 3 years of full-time experience managing sustainable agriculture or related experience.
- Extensive knowledge in farming and gardening
- A positive, team focused, and solutions-oriented attitude with excitement towards helping grow Apple Seeds' programs
- Exceptional interpersonal skills to work with a diverse group of volunteers with little to no experience in gardening
- Strong leadership and organizational skills to coordinate logistics among multiple partners and team members
- Experience in creating and tracking budgets
- An energetic personality that thrives working in a team environment and with community members.
- Ability to think critically and to effectively address unique problems as they arise
- Self-motivation and self-direction with the ability to work well within a rapidly changing environment and to prioritize and carry out tasks efficiently and within established timeframes
- Flexibility to adapt to weather, changes in plans, and to volunteer availability.
- An openness and drive for learning, assessing and improving one's work, and the ability to hear, reflect upon and implement feedback
- Proficiency in Google Suite including Gmail, Docs, Sheets, and Slides and/or Microsoft Office including Word, Excel, and PowerPoint
- Experience working with diverse populations and a commitment to diversity, equity, and inclusion
- Willingness to work towards what is in the best interest of the whole organization.
- High attention to detail

Additional Job Requirements:

- Valid U.S. driver's license and a willingness to drive Apple Seeds' vehicles
- Agreement to take and pass a criminal background check
- Willingness to work outside in hot and cool conditions and on occasional evenings and weekends
- Ability to operate a tractor, pull a trailer, lift heavy objects.

Hours:

- Full time, 40 hours per week; as a salaried position, hours are based on accountability to assigned tasks, responsibilities, and goals.
- Apple Seeds standard work hours are 8 a.m. – 4:30 p.m. Monday-Friday, however, gardening hours are variable and based on weather, temperatures, and volunteer availability. It is expected that a work week will be flexible.
- Occasional early mornings, evenings, and weekends will be expected

Benefits:

- Annual salary of \$40,000-50,000; commensurate with experience & qualifications
- Health insurance is available for full-time employees with employer contribution of 50%
- Paid Time Off: 10 days vacation, 10 days Holiday, and up to 10 days sick leave per year.

Equal Opportunity:

Apple Seeds is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. People from these and other historically marginalized backgrounds are encouraged to apply.

Application Instructions:

Applications will be reviewed on a rolling basis. If you are interested in this position, **please send a cover letter and resume to the Executive Director, Mary Thompson: mary@appleseedsnwa.org**