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CENTER FOR SUSTAINABLE FOOD & AGRICULTURE

On-Farm Education Manager 2021

November 19, 2021

Arcadia is looking for a vibrant, organized and creative On-Farm Education Manager! The Arcadia On-Farm Education Manager oversees Arcadia's on-farm education programs, a rich mosaic of Farm to School, School to Farm, and summer Farm Education programs that serve over 2,500 schoolchildren in the greater Washington, D.C. area each year, and conceives, develops, and markets new farm-based educational programming with the Arcadia staff.

Arcadia's mission is to cultivate vibrant local food systems that prioritize health, equity, and sustainability from the farm forward. We work to improve public health through equitable access to better food, increase the viability of local farmers, and preserve the environment for future generations.

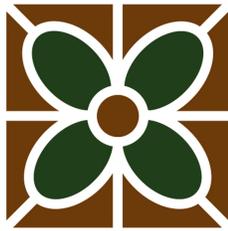
Requirements: Previous education experience especially in an outdoor environment; a working knowledge of and passion for sustainable agriculture and food education; basic gardening skills; the ability to motivate, train and oversee a diverse paid and volunteer staff including a full-time seasonal Farm Camp Manager and Farm Camp counselors; the ability to build relationships with stakeholders, grantors, community members, teachers and schools; the ability to work independently and as part of the Farm Education team; be a skilled leader with exemplary communication skills; and participate in organization-wide events including Snallygaster, Volunteer Days, and the Fall Funtacular. Must be able to work outdoors in various weather conditions and lift 50 lbs; must have or be willing to obtain CPR and First Aid certification; must be able to pass a criminal background check.

Location: Primary work location is Arcadia Farm at 9000 Richmond Highway, Alexandria, VA 22309.

Salary: Commensurate with experience, starting at \$40,000 annually. Health insurance offered. 2 weeks paid time off, plus flex time and remote work possibilities in the off season, and an additional approximately two weeks PTO during the winter holiday. Professional development funds are available annually.

Application Instructions: Please send your resume, 3 references, and a Cover Letter describing your interest and relevant experience to pam@arcadiafood.org, using "Farm Education Manager Application" as the subject before December 20, 2021.

Arcadia is committed to diversity in the workplace and does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, or political beliefs.



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Job Description

Responsibilities

Manage all aspects of the On-Farm Education Programs including setting program goals, seeing them through to success, and formulating results into an annual report; implementing the comprehensive evaluation plan for each program; developing and managing annual Farm Education budget; collaborating with the Outreach and Education Manager to create a growing plan for the educational garden at Arcadia Farm; coordinating with the growers at Arcadia Farm to meet produce needs of the programs; and other responsibilities as assigned. Serves as liaison between Arcadia and Woodlawn for program planning execution.

Duties also include working with the Outreach and Education Manager to support Live Eat Grow programming (coordinating workshops and in-school programming, networking with other farm-based education programs as well as other school garden programs, participating in taste tests for elementary schools located in Fairfax Co.), participating in planning and implementation of on-farm and Arcadia-wide events (volunteer days, Funtacular, etc.), maintaining all Farm Education filing, records, and metrics. The On-Farm Education Manager will also be responsible for scheduling and working with non-school groups, such as corporate volunteer groups, clubs, other organizations, etc. Other duties as assigned.

Specific program duties include:

1. Farm Field Trip Program & Small Group visits

- Oversee Farm Field Trip Program
- Hire, train, and manage seasonal part-time Field Trip manager
- Recruit and schedule schools
- Communicate clearly with school faculty
- Recruit, train and oversee Farm Education Volunteers and Interns
- Lead execution of the day's schedule
- Educate groups of 60-70 elementary school children
- Liaison with site partners (Woodlawn) for field trip planning and execution
- Procure food from Farm Production Managers on weekly basis for use in Field Trips
- Communicate with bookkeeper to track field trip payments
- Lead program evaluation
- Maintain and expand the network of teachers, educators, and partners for field trips
- Share responsibilities of chicken care and feeding
- Manage and implement small group visits



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2. Farm Camp

- Oversee Farm Camp operations
- Hire and train full-time seasonal Farm Camp Manager and Farm Camp Counselors
- Manage Farm Camp camper recruitment and registration
- Lead scholarship camper recruitment and registration
- Advertise farm camp outreach and promotion through local schools and community centers
- Manage development of innovative curriculum
- Develop or acquire program materials
- Communicate with Farm Camp families
- Plan and implement 5 high-quality weeks of Farm Camp with more than 160 children
- Conduct post-camp evaluations and develop yearly impact report
- Conduct end-of-camp debrief with counselors/educators
- Hire/network for visiting educators
- Network for community partnerships
- Procure food from Farm Production Managers on weekly basis for use in Camp programming
- Liaise with site partners (Woodlawn) for field trip planning and execution
- Food procurement from Farm Production manager on weekly basis for use in field trips
- Tracking Farm Camp registration and purchases using Active Network and communicating incoming payments with bookkeeper on a bi-weekly basis
- Maintaining compliance with VA state law requirements for Farm Camp

3. Corporate Team Building Day Manager

- Help Market and conduct outreach to recruit corporate and other paid team based groups
- Coordinate schedules and communications
- Collaborate with Arcadia staff to plan and execute the day
- Coordinate with Administrative Manager for invoicing
- Follow up with Corporate Team Building groups for feedback and evaluation

4. Support Outreach Manager with Groundhog Garden maintenance and Farm to School Programs, as needed. Work may include:

- Collaborate with Outreach Manager to develop a crop plan for the Groundhog Garden that aligns with Field Trip and Farm Camp curriculum
- Support annual seed order and seedling procurement
- Help with weekly maintenance and upkeep of garden beds and garden's general appearance when available
- Coordinate with Outreach Manager to coordinate volunteer work/training in the Groundhog Garden



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- Assists with tracking harvest amounts for annual reporting
- Cares for small flock of laying hens used in educational programming as well as coordinating weekend chicken volunteers, and secure winter housing for hens.
- Support Community Engagement with Route 1 grant
- Support Taste Tests for Elementary schools located in Fairfax County
- Support Outreach Manager to coordinate with teachers/admin on one-off, in-school, programs for food access/education
- Networking and connecting with other farm-based education programs as well as other school garden programs
- Tracking/reporting on student participation for annual reporting/grant reports

5. Other Responsibilities

- Conceive, develop and implement new educational programming, in collaboration with Arcadia staff.
- Consult with grant writing team for any farm ed based grant money
- Participate/lead any other regularly scheduled volunteer groups as needed (i.e. Open Volunteer Day, corporate volunteer groups)
- Participation in organization-wide fundraising events as needed (i.e. Funtacular, Snallygaster)
- Petty cash tracking for program including coding
- Participation in monthly budget meetings for Farm Ed program
- Participation in regular staff meetings and team meetings in person or virtual
- Maintain Farm Education Metrics sheet with all current data for annual reporting/grant reports
- Maintain/file Farm Camp and Field Trip records (permission slips, medical etc.) in accordance with Virginia law
- Develop supplemental educational materials and programs (e.g. curriculum, lesson plans, and educational videos) throughout the year
- Organization of yearly community event (the Funtacular)
- Social media for Hilltop and Farm-based programming (Instagram, Facebook, Twitter)
- Attend webinars and in person trainings to enhance Arcadia's farm education program