Farm Coordinator
Position Description

Location: Irvine, CA
Department: Sourcing
Reports To: Farm Manager
Status: Hourly, Non-Exempt, $24.92/Hour
Schedule: 5 days a week, including Saturday

Would you like to go to work knowing that every day you’ll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that’s exactly what you’ll be doing. Every moment of your workday will directly impact on our mission to provide food for those who need it, when they need it. Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.

We are committed to living out the Food Bank’s core values of Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship in pursuit of our mission.

About Second Harvest Food Bank of Orange County
Second Harvest Food Bank’s (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION PURPOSE:
The Farm Coordinator is responsible for working alongside the Farm Manager to coordinate and assist with maintaining Harvest Solutions Farm.

Harvest Solutions Farm is a 40-acre farm located at the UC South Coast Research Center, operated by Second Harvest Food Bank with the support of volunteers from the community. Volunteers (7 years old and older) plant, weed, harvest, and maintain the fields with the oversight and direction of the Farm Coordinator and Farm Manager. The objective of this unique and exciting project is to deliver dignified, equitable and consistent nutritious food to our community while providing volunteers with a positive, educational, and inspiring experience in the fields.

This role is responsible for daily orientation and project explanation to individuals and groups entering the farm. The Farm Coordinator will demonstrate projects and ensure safety procedures are followed by all participants. This is a unique and exciting position requiring everyday hands-on labor and daily interactions with large groups of people.

ESSENTIAL JOB FUNCTIONS:
• Assist in the day-to-day operations of facilitating volunteer groups and individuals.
• Orientate and train volunteers.
• Educate volunteers about safety procedures and responsibility to implement those procedures.
• Lead volunteer groups in planting, weeding, harvesting and other general farm tasks.
• Serve as a point of contact for providing instruction to volunteers at the farm.
• Keep track of farm operations through documentation, volunteer hour verification, and data entry for volunteer hours.
• Assist with retention of volunteers by creating a positive experience.
• Work with the Farm Manager to develop and expand volunteer opportunities.
• Respond to volunteer inquiries via email and phone calls.
• Work and communicate effectively cross-departmentally, and with external farm partners.
• Other responsibilities as needed and requested.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
• Outdoor environment on a farm, year-round.
• Moderate to loud noise environment.
• Weather and temperatures range from hot to cold, and wet to dry.
• Regularly required to stand, walk, bend, crouch, lift, reach, and use hands.
• Regularly required to lift and carry 25-50 lbs.
• Regular use of computers, phones, and sitting at a desk.

REQUIREMENTS:
• Experience, education, or strong interest in agriculture or food production.
• Bilingual English/Spanish preferred.
• Must be proficient in Microsoft Office.
• Excellent customer service skills.
• Able to maintain a positive attitude and diplomatic demeanor.
• Able to present oneself professionally.
• Flexible and adaptable to change.
• Feels comfortable speaking to groups.
• Ability to collaborate with others and foster relationships with people of various ages, and ethnic and socio-economic backgrounds.
• An ability to encourage and uphold an inclusive space for all participants.
• Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.
• Proactive, detail-oriented and a self-starter.

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management’s discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer