



## Job Description

### Coordinator of Volunteer & Education Programs

Crabtree Farms of Chattanooga

January 2023

**Position:** Coordinator of Volunteer & Education Programs

**Reports to:** Executive Director

**Terms:** 30 hours/week, starting pay range \$13-\$15/hour

Crabtree Farms (a 501 ©3 nonprofit) is a community based service organization that promotes sustainable agriculture through our core tenets of Grow, Educate and Connect, in an urban, working farm setting.

Located on 22 acres, total land under cultivation hovers around four acres. Produce is offered weekly at local farmers' markets, to local restaurants, and onsite at the farm store. We focus on engaging the community in agriculture and food awareness through volunteerism, U-Pick/Agritourism, markets, plant sales, and education programs such as workshops and field trips. The small staff of farmers work with a rotation of volunteers to run the farming operations. Some volunteers have a weekly schedule and season-long commitment, while the rest comprise a shifting array of regulars, curious community members, and service groups.

#### **Volunteer & Education Coordinator Qualifications and Characteristics:**

We are looking for an open-minded, detail-oriented and focused coordinator to be responsible for:

- Oversight of Crabtree Farms educational programming for all ages through workshops, classes, demonstrations and field trips.
- Coordination of multi-faceted volunteer programming for both individuals and groups in one-time activities and/or ongoing seasonal commitments to meet the volunteer needs of the Urban Farm, Greenhouse and Educational programming.
- Representing Crabtree Farms in the community.

The Volunteer and Education Coordinator's responsibilities include serving as the first point of contact for volunteers, facilitators and farm guests and to convey the organization's purpose to the public.

A successful Volunteer and Education Coordinator is meticulous about keeping records and passionate about Crabtree Farms' work. The candidate upholds the values of the organization



while ensuring the comfort of our volunteers in their positions and meeting the volunteer needs of staff and the farm as a whole. In addition, you work to ensure we are meeting the educational goals of our greater community as related to the role and mission of Crabtree Farms.

### **Volunteer Coordinator Responsibilities:**

- Working with staff to determine specific volunteer and workshare needs throughout the year.
- Recruiting, orientating, training, scheduling and supporting new and returning volunteers.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database for making sound assignments.
- Marketing organizational need for volunteers with tools such as outreach programs, e-mails, and What's Ripe Newsletter.
- Coordinating group volunteer experiences.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Conducting regularly scheduled volunteer orientations and group work days.
- Keeping schedules and records of volunteers' and workshares' time on the farm.
- Communicating codes of conduct and operating procedures to uphold the organization's values.
- Ensuring the organization's purpose is conveyed to the public.
- Plan and execute an annual volunteer appreciation event and other stewardship activities.

### **Education Coordinator Responsibilities:**

- Coordinating educational workshops and classes for individuals that meet the learning goals and desires of the community.
- Explore and build upon workshop and class offerings to meet the demands of individuals, children and families, homeschool groups, school groups and workplace/club groups.
- Facilitate field trips and other youth education programming.
- Monitor workshop/class/field trip accounting including sign-ups.
- Address all questions and issues with attendees, and send pre-class reminders to participants.
- Coordinate Evelyn Center schedule with Google Calendar and the Administrative and Events Coordinator.
- Prep Evelyn Center (or other determined space), conduct class check-in, welcome (brief



farm history and housekeeping) and wrap-up (appreciation and satisfaction survey).

**Volunteer & Education Coordinator Requirements:**

Experience in volunteer relations.

Experience leading youth educational programming.

Working knowledge of databases and group calendars.

Strong analytical acumen.

Excellent communication and interpersonal skills.

Excellent organization and team building skills.

**Benefits:**

- o Work in a positive and healthy atmosphere
- o Training in organic greenhouse management
- o Professional development opportunities
- o Develop community presence and relationship building
- o Access to local produce

**To Apply**

Please forward a cover letter and resume to Melonie Lusk at [director@crabtreefarms.org](mailto:director@crabtreefarms.org) no later than January 20, 2022, for consideration.

Crabtree Farms is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.