



Job Description

Volunteer & Education Coordinator

Crabtree Farms of Chattanooga

Position: Volunteer & Education Coordinator

Terms: 30 hours/week, hourly, \$18.50/hr

Reports To: Director of Farm Programs

Organization:

Crabtree Farms, a nonprofit urban farm located in the Clifton Hills neighborhood of Chattanooga, has been a leader in sustainable farming and community engagement since 1998. Our mission is to expand access to locally grown food, provide farm-based educational opportunities, and cultivate community. We achieve this through:

- **Growing Food:** Cultivating produce using sustainable practices to serve the Chattanooga area, while ensuring responsible land stewardship.
- **Supporting Local Producers:** Promoting and selling products from local farmers, artisans, and producers, strengthening the regional economy.
- **Community Engagement:** Hosting free events, educational activities, and volunteer programs, impacting over 3,500 people annually.
- **Education:** Providing farm-based learning experiences for youth and adults through hands-on programs for volunteers, workshares, and interns.
- **Food & Land Access Initiatives:** Facilitating community access to land and resources through programs like the Crabtree Community Garden and the Mary Navarre Moore Emerging Farmer Mentorship Program.

Position Overview:

The Volunteer & Education Coordinator is a public-facing role responsible for recruiting, vetting, assigning, and stewarding individual volunteers and volunteer groups based on farm needs across all departments. Additionally, this position coordinates both paid and unpaid adult and youth education offerings, ensuring they align with community interests and farm goals. This

role acts as the first point of contact for volunteers, facilitators, and farm guests, helping to convey the organization's mission and values.

Key Responsibilities:

Volunteer Coordination:

- Work with staff to determine volunteer needs across the Urban Farm, Greenhouse, Educational Programs, and special events.
- Recruit, train, and schedule new and returning volunteers, ensuring a strong match between skills and opportunities.
- Maintain an up-to-date volunteer database, tracking availability, skills, and hours worked.
- Support the promotion of volunteer opportunities through outreach efforts, emails, social media, and newsletters.
- Coordinate group volunteer activities and ensure participants are properly oriented and trained.
- Organize volunteer orientations and coordinate group workdays.
- Maintain schedules and time records for volunteers and workshares.
- Plan and execute annual volunteer appreciation events and stewardship activities.

Education Coordination:

- Develop and coordinate educational workshops and classes that meet the learning needs and budgetary goals of the organization.
- Expand and enhance class offerings to meet the demand of individuals, workplace groups, and other organizations.
- Handle workshop sign-ups, monitor class participation, and manage any questions or concerns from attendees.
- Coordinate scheduling and logistics for educational events, ensuring the space (such as the Evelyn Center) is prepared, organized and cleaned for events.
- Manage class check-ins, provide a welcome and farm history overview, and conduct post-class wrap-ups, including surveys for feedback.
- Link youth education inquiries to Nature Kin for field trips.
- Coordinate Tours & Off Site Education with the appropriate staff or volunteers.

Qualifications:

- Proven project management skills, with experience managing multiple, diverse projects.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to work with a wide range of people, including staff, volunteers, and the public.

- Proficiency in Microsoft Office (Word, Excel), spreadsheets, and data management tools; ability to learn new software.
- Farming or gardening experience, with basic knowledge of sustainable practices, integrated pest management, and regenerative farming techniques.
- Ability to work independently and collaboratively in a goal-oriented, team environment.
- Being bilingual in English and Spanish is a plus.

Work Environment:

- This is a 30 hour per week position. Core hours are Thursday, 1-6p and Saturday, 8a-2p for workshop coverage. Remaining hours are flexible between 9a-5p, Tuesday through Saturday. When on site coverage is not required, this position can work from home, one day a week. Ability to work both indoors at a desk and outdoors in varying weather conditions.
- Weekly staff meetings and periodic event coordination.

Benefits:

Fresh seasonal produce

Paid holidays

Up to 10 days paid time off, subject to normal vacation regulations

SIMPLE IRA with employer match

This position will be filled on a rolling basis.

Crabtree Farms is an Equal Opportunity Employer. We provide equal opportunity to all employees and applicants, ensuring non-discriminatory treatment in all aspects of employment. We comply with all applicable laws and regulations.