

**Town of Natick  
Job Description**

<b>Position Title:</b>	Assistant Farm Director	<b>Grade Level:</b>	2
<b>Department</b>	Community Services	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Executive Director		

**Statement of Duties:** Complete responsibility for Farm's organic vegetable and small fruit production. Management and education of a large, diverse, ever-changing work force comprised of seasonal help, youth, adult volunteers, and individuals with special needs. Marketing and distributing produce through farm stand, farmers' markets, wholesale, CSAs. Detailed record-keeping. Handle all aspects of yearly organic certification. Oversee daily animal chores.

**Supervision Required:** Incumbent performs duties under the general supervision of the Farm Director. Incumbent develops work priorities in conjunction with the Farm Director. Performs most work independently using own judgment and following existing guidelines as appropriate.

**Supervisory Responsibility:** Provides assignments and direction to part-time seasonal employees, interns and volunteers. Assume all responsibilities for the farm in the Director's absence.

**Accountability:** Incumbent reports to the Executive Director of the farm and works under the general direction of the Director of Community Services for the Town of Natick.

**Judgment:** Incumbent will rely on her/his strong judgment and problem solving skills in order to ensure for the health and safety of staff and visitors.

**Complexity:** Duties require a high level competency in the areas of multi-tasking, accuracy in task completion and planning.

**Confidentiality:** Must evaluate and maintain confidentiality regarding all matters of staff, volunteers, and other aspects of the nonprofit at all times.

**Work Environment:** Physical demands are always present in this work. Incumbent does a great deal of walking, running, bending, stooping and lifting, and carrying of heavy objects. Travel including driving a truck and other farm equipment is required. Stress may be caused by making the effort to handle numerous details at one and the same time. Work environment is mainly out-of-doors, subject to the adversities of weather conditions. - Night and weekend meetings and activities are also required by this job.

**Nature and Purpose of Contacts:** Primary contacts are with Executive Director for the purpose of coordination of work assignments and instructions. Daily contact with other farm staff and volunteers. Year round contacts with a wide variety of program participants in both hands on educational and classroom training situations. May present to the Board of Directors in the Director's absence.

**Occupational Risks:** Safety is of utmost priority and all tasks must be evaluated to reduce or eliminate risk. Proper care of one's own body, especially back, knees, and hands are a must.

Community Services Department  
Assistant Farm Director  
7/29/14

## **Town of Natick Job Description**

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- **FARMING**
  - Assists the Farm's Executive Director in the operation of the Natick Community Organic Farm. Duties include: preparing planting, cultivating, harvesting and marketing of crops and other farm products including maple syrup. Maintain all production records and submit yearly organic certification.
  - Cares for and feeds livestock. Calculates and analyzes organic feed rations.
  - Maintains the farm's physical plant and equipment including the farm's buildings and vehicles. Ensures year round operation of the solar greenhouses for the production of marketable organic crops.
- **EDUCATION**
  - Plans, supervises, instructs and implements educational/recreational programs for the schools, visiting groups, the public and local agencies, including general and special needs populations.
  - Serves as a resource to the general public and farming community responding to visitors, phone and written correspondence.
- **FARM MANAGEMENT**
  - Collaborates with the Farm Director in the long-range planning for the farm. Makes operational recommendations to the Farm Director and Board,
  - Assists the Board of Directors in organizing and implementing seasonal fundraising events.
  - Assumes administrative and operational responsibilities for the farm in the absence of the Director.
  - Maintains relationship with retail, wholesale, and CSA clients to create strong marketing, business, and personal networks.
  - Performs other related duties as required.

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Community Services Department  
Assistant Farm Director  
7/29/14

## **Town of Natick Job Description**

- In addition to formal training, incumbent must have had at least four years of work experience in animal husbandry, organic agriculture or a related field, and should have acquired skills to repair and maintain farm equipment.
- A candidate for this class of positions must be a high school graduate, and should hold a minimum of a Bachelor's Degree in sustainable agriculture or organic agriculture; animal husbandry or a related field is preferred. In addition, candidates must have had at least two years or equivalent of work experience in these fields or a related field. Qualified candidates must be in general good health and be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

### **Knowledge, Abilities and Skill**

#### Knowledge:

- Working knowledge of organic farming methods and solar greenhouse production.
- Working knowledge of humane animal husbandry and health care.
- Working knowledge of computerized record keeping, social media, and marketing strategies.

#### Abilities:

- Ability to communicate effectively and courteously both orally and in writing with a wide range of publics Ability to operate and maintain farm equipment including trucks, tractors, power saw, garden tiller, wood splitter, and movers.
- Adequate knowledge of and ability to perform buildings and grounds maintenance, including basic carpentry, fencing and plumbing repairs.
- Ability to develop, plan and conduct educational/recreational programs for all ages.
- Ability to prioritize and perform multiple activities simultaneously and coordinate multiple volunteer activities.

#### Skill:

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### **Physical Skills:**

Community Services Department  
Assistant Farm Director  
7/29/14

**Town of Natick  
Job Description**

- Rigorous & demanding
- Constantly standing, moving, bending, and lifting.

**Motor Skills:**

- High motor skills are required.

**Visual Skills:**

- Excellent vision is a must.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*