



## ***MICRO FARM PROGRAM MANAGER***

### **Position Summary:**

With guidance and support from the Canyon Community Alliance (CCA) Board, the Micro Farm Program Manager will oversee the operations of CCA's community micro farm located on the land near the Double Eagle, ensuring the cultivation of a thriving garden that provides fresh produce to community members. This role involves managing daily farming activities, coordinating volunteers, and fostering community engagement to support local food security and sustainability.

**Type:** Volunteer

**Duration:** On-going (Growing Season - May to October)

**Hours:** 4-8 hours per/week initially, 4 hours/month on-going

### **Role and Responsibilities:**

- **Farm Operations Management:**
  - Plan and implement crop cultivation schedules, including planting, maintenance, and harvesting of the decided plants. (e.g. vegetables, fruits, and herbs).
  - Ensure adherence to sustainable and organic farming practices.
  - Monitor plant health, manage pests and diseases, and maintain soil fertility.
- **Volunteer Coordination:**
  - Recruit, train, and supervise volunteers to assist with farm tasks.
  - Organize volunteer workdays and provide educational opportunities on gardening techniques.
  - Foster a collaborative and inclusive environment for all participants.
- **Community Engagement:**
  - Develop and implement programs that encourage community participation in the micro farm.
  - Coordinate the distribution of harvested produce to community members, ensuring equitable access.
  - Organize workshops and events to educate the community about sustainable agriculture within this climate zone and healthy eating.

- **Administrative Duties:**
  - Maintain accurate records of planting schedules, harvest yields, and volunteer participation.
  - Manage the micro farm budget, including expenses for seeds, tools, and other supplies.
  - Prepare reports for the CCA Board on farm activities and outcomes.
- **Maintenance and Infrastructure:**
  - Oversee the upkeep of farm infrastructure, including irrigation systems, tools, and storage facilities.
  - Coordinate with board members or volunteers for repairs and improvements as needed.

**Desired Qualifications / Experience:**

- Experience in horticulture, agriculture, or related fields, with a strong understanding of organic farming practices within our USDA designated Plant Hardiness zone (6a-7a).
- Excellent communication and team collaboration skills.
- Ability to work constructively with diverse groups, including volunteers, community members, and partner organizations.
- Proficiency in project management, including planning, organizing, and executing tasks effectively.
- Familiarity with budgeting and financial record-keeping.
- Passion for community development and a desire to contribute to the Valle community.

**Additional Information:**

This volunteer position offers a unique opportunity to make a meaningful impact on local food security and community engagement. The Micro Farm Program Manager will work closely with the CCA Board and community members to create a sustainable and inclusive urban agriculture initiative. Training and support will be provided to ensure the success of the program and the individual in this role.

By integrating elements from similar roles in other organizations, this position description aims to provide a comprehensive overview of the responsibilities and expectations for the Micro Farm Program Manager.

## Training and Support for the role

### 1. Orientation and Initial Training:

- **Mission and Vision of CCA:** An overview of Canyon Community Alliance's mission, goals, and how the micro farm fits into the organization's broader efforts to serve the community.
- **Farm Overview:** A detailed tour of the micro farm, including current crops, tools, infrastructure, and an introduction to any ongoing or seasonal projects.
- **Role-Specific Duties:** A comprehensive explanation of the responsibilities, including planting schedules, volunteer coordination, and record-keeping.

### 2. Sustainable Farming Techniques:

- **Crop Planning:** Training on how to choose crops suitable for the local climate and soil conditions, considering the needs of the community.
- **Soil Health Management:** Basics of soil testing, composting, and organic amendments to ensure long-term soil fertility.
- **Irrigation Techniques:** Instruction on how to use and maintain irrigation systems for efficient water use.

### 3. Volunteer Management:

- **Volunteer Recruitment and Training:** Guidance on creating outreach strategies, onboarding volunteers, and ensuring they feel valued and productive.
- **Conflict Resolution:** Training on handling interpersonal issues among volunteers effectively.
- **Team Leadership Skills:** Techniques for motivating and organizing diverse groups of community members.

### 4. Community Engagement:

- **Outreach and Education:** Tips on hosting workshops, events, and tours to engage the community in the farm's activities.
- **Equitable Distribution:** Methods to ensure fair and transparent allocation of produce to community members.
- **Networking:** Building relationships with local organizations, schools, or businesses to strengthen community ties and support.

### 5. Administrative Support:

- **Record-Keeping:** Training on documenting planting schedules, harvest yields, and volunteer hours.
- **Budget Management:** Guidance on tracking expenses, forecasting costs, and identifying funding opportunities.
- **Reporting:** How to prepare periodic reports for the CCA Board and communicate progress effectively.

## 6. Safety and Compliance:

- **Tool Safety:** Proper use and maintenance of farming tools and equipment.
- **Health and Safety Protocols:** Best practices for maintaining a safe environment for volunteers and community members.
- **Nonprofit Compliance:** Overview of regulations related to food safety, nonprofit operations, and community programs.

## 7. Ongoing Support:

- **Access to Mentors:** Pairing with experienced board members or local experts in agriculture for regular check-ins and advice.
- **Workshops and Webinars:** Opportunities to attend relevant training sessions on sustainable agriculture, community building, or nonprofit management.
- **Volunteer Feedback:** Regular sessions to discuss challenges and successes, with adjustments made to improve processes.