



## **Farm Program Manager**

### The Community Center Foundation

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**Closing Date:**

**Salary:** 38,000-44,000

#### **Description:**

Farm Program Manager

The Center, a non-denominational, religious non-profit organization, is looking for a Farm Program Manager to join our team. Rooted in history, The Center has been serving the Chicagoland community since 1932. Through a variety of programs and services and a very unique environment, The Center helps people grow, celebrate and learn. With a unique lens on honoring the natural world, The Center's programs cover over 70 acres of land and include the Wayside Chapel, Log Cabin Center for the Arts, Farm & Nature Discovery School, Farm & Ranch Camp, The Pathway to Sobriety Program and The Children's Farm.

The Children's Farm is seeking a full-time Farm Program Manager. Our mission is to connect people, animals, and nature, utilizing our 67-acre farm as a platform for diverse programs. The farm hosts a range of educational initiatives, including farm tours, open farm, summer camp programs, seasonal events, and our SAGE (Sustainable Agriculture and Green Education) program, which emphasizes sustainable and ethical food production.

Our Farm Program Manager will be an integral part of our team and will provide programming opportunities, volunteer engagement and database management support to several organizational departments. Due to the seasonal nature of managing a working farm's program schedule, daily duties can vary greatly but will include administrative support in the areas of reception, registration, and database management.

Our ideal candidate is not afraid to get dirty, hard working, honest, responsible, professional, friendly, detail oriented, organized and embraces all things nature/animals/farming. They must also be experienced with standard software applications and database management systems plus be a team player, have exceptional people skills, and be a good problem solver. This position will work heavily with nature, animals and children – all which can make for an unpredictable but thoroughly enjoyable environment.

The Center is a multi-faceted organization with a wide range of activities and initiatives. Please take some time to review our website to better understand what our organization encompasses. Every employee at The Center takes on multiple roles. We are a small, tight-knit staff dedicated to a variety of mission-driven tasks. All prospective employees should expect to participate in and embrace the eclectic work environment and tasks that change on a very seasonal basis. Above all, we operate as a team and are looking for a candidate that embraces the mentality.

This is a full-time position that offers a comprehensive benefits package, including medical, dental, vision, life, AD&D and meals during work hours. The right candidate's salary will be determined by experience, with a range of 38k-44k.

### **Job Duties:**

#### Farm Programming

- Oversee all aspects of farm programming, focusing on program management, volunteer coordination, budgeting and data tracking/reporting
- Manage administrative duties related to program execution, marketing, promotion, and record-keeping for all existing farm programs
- Develop and implement new farm programs to align with the organization's mission and community needs
- Manage a team of approximately 150 volunteers, including recruitment, training, scheduling, and ensuring ongoing engagement
- Provide enrichment opportunities for volunteers to enhance their involvement and meet the needs of various farm and organization initiatives

#### Technology

- Implement and oversee a comprehensive database of volunteers and organizational programs to streamline and improve program efficiency, effectiveness, tracking and reporting
- Work across department lines to help all directors best utilize this new database.
- Use technology-based solutions that will aid in growth and development of programs and procedures.

### **Required Qualifications for Consideration:**

- High School Diploma or equivalent
- The ability to work out of doors, in all weather conditions, on a real working farm
- Experience managing and working alongside others – you're a people person!
- Proficiency in computer software tools: Google Suite, web design, Canva, Shopify, Salesforce, etc.
- Strong familiarity and masterful skills in database creation and management
- Strong program management skills, including planning, execution, and data tracking.
- Excellent written and verbal communication skills, with the ability to engage a wide variety of audiences (e.g., children, families, school groups, etc.).

### **Desired Attributes (not required but a plus):**

- Bachelor's degree in Agricultural Science, Environmental Studies/Science, Education, Nonprofit Management or related field, or equivalent work experience.
- Experience working with livestock, gardening, or farming.
- Experience with volunteer management, including recruitment, training, and scheduling.
- Experience working with children, especially in educational or camp settings.
- Knowledge of horses or horse care.

**Schedule Requirements:**

The natural seasons of a working farm truly dictate the workload of our farm staff. The ideal candidate will need to embrace the seasonal shifts in weather, work focuses and schedule. Though we try diligently to stick to 40 hour work weeks, our schedules vary by season and in peak times may require overtime hours. A willingness to adapt to different schedules is essential. Weekends and occasional evening hours are a requirement of this position.

Below are some examples of what the role may entail during the seasons:

Winter – With minimal farm programming, this is the season to focus on the next year. We analyze the successes and shortcomings of the past year's programming, set the following year's schedule and handle administrative tasks that are difficult to address during busier months. Weekends are mostly optional.

Spring – As the farm comes to life, so does the pace of our programs! Spring is a bustling season with a 7-day packed schedule of farm tours for outside schools and public visiting hours Fridays through Sundays! This season creates a high demand for volunteers. Coordinating the volunteer schedules and training, along with facilitating all the farm programs is a crucial aspect of this role. Weekends required.

Summer – We have a robust summer camp program running June through mid-August that relies heavily on our farm as a program space. Summer months will be spent helping our camp programs best utilize the farm. This can come in many forms but training camp staff and assisting with camp programming will be a large focus. Additionally, the farm is open to the general public on weekends which will require volunteer management and coordination. Weekends required.

Fall – Fall is the farm's busiest and most magical season, with pumpkins and a packed calendar! Our tour program is in high demand and our extended open farm hours draw large crowds. This is the peak time for volunteer recruitment, training and scheduling, making it the most demanding season in terms of program management. Weekends required.

If this sounds like a position you would excel at, please complete the following application (References, resume, and thoughtful answers to the questions on the following link are required).

**Click this link to be forwarded to our application.**