



## Charter Oak Communities

<b>Job Title</b>	Fairgate Farm Assistant Manager	<b>FSLA Status</b>	Non-Exempt
<b>Department</b>	Fairgate Farm	<b>Full-Time/Part-Time</b>	Full-Time
<b>Reports to</b>	Pete Novajosky, Farm Manager	<b>Date Adopted</b>	January 25, 2023
<b>FSLA Status</b>	129 Stillwater Ave & 40 Clinton Avenue, Stamford, CT	<b>Date Revised</b>	
<b>Job Description - Fairgate Farm Assistant Manager</b>			

### **FAIRGATE FARM OVERVIEW:**

Fairgate Farm, Stamford's unique communal urban farm, has grown considerably over the past 12 years. The Farm has become a hub of excitement and opportunity when it comes to all aspects of agriculture, food, health, environmentalism, and community building. Fairgate Farm is mainly volunteer powered, by individuals, as well as corporate and community groups. The Farm operates its own farm market nearly 9 months of the year, and offers classes, workshops, and fun family events to the community.

### **POSITION SUMMARY:**

The Fairgate Farm Assistant Manager assists and supports the Farm Manager with all aspects of Fairgate Farm which includes volunteer engagement, crop production, market operation, educational programming, and more. One important role is to manage farm volunteers, which entails outreach, recruitment, training, scheduling, and coordinating the participation of individual, group, and corporate volunteers. Another focus is working with volunteers to ensure crops are well maintained (soil preparation, planting, watering, harvesting, wash and pack, etc.) so that they are ready for distribution, as well as keeping the farm clean, orderly, and welcoming. Fairgate Farm regularly hosts educational group tours, classes, workshops, and other farm events; the Assistant Farm Manager will also support the Farm Manager in planning, preparing, and hosting these events.

### **Essential Duties and Responsibilities:**

#### **Farm Operations**

- Supports all seeding, planting, harvesting, and post-harvest of crops
- Opens and closes Farm, as needed
- Supports the Farm's community compost operation
- Responsible for day-to-day record keeping important information, such as production, community engagement, and Farm market reports
- Helps manage Farm Market operation, under Farm Manager oversight
- Tracks inventory of farming equipment and farm market supplies and reports to Farm Manager when equipment and supplies need to be purchased
- Responsible for maintenance of equipment, tools, and gardening supplies
- Ensures health and safety adherence

#### **Volunteer Relations & Management**

- Works in tandem with the Farm Manager to recruit, organize, train, and instruct all volunteers
- Coordinate with Farm Manager to schedule volunteers and add to shared calendar



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- Conducts outreach to local community groups, non-profit organizations, businesses, and corporations to grow volunteer base
- Works closely with volunteers in a friendly, professional manner to carry out all farm tasks instructed by the Farm Manager
- Keeps regular communication with volunteers and develop coordinate volunteer appreciation efforts to retain and keep volunteers engaged

### **Community Relations**

- Conveys positive energy and enthusiasm of Fairgate Farm's culture and mission
- Supports Farm Manager in engaging Stamford community

### **Education**

- Supports the development of farm programs, classes, workshops, and farm events
- Under direct oversight of manager, hosts educational group tours

### **Business Development, Marketing, and Farm Sustainability**

- Collaborates with Farm Manager on Farm events and achieving fundraising goals
- Supports Farm Manager in development of new programs and improving existing ones
- Assist Farm Manager in marketing and advertising for Fairgate Farm
- Support Farm Manager in researching and executing all Farm grants
- Support Farm Manager in all aspects of making Fairgate Farm sustainable

### **Other**

- May be required to perform other related duties as required and/or assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of farm operations
- Knowledge of nutrition and healthy eating
- Proven to be a self-starter
- Excellent customer service skills with farm patrons, volunteers, market staff and Stamford community
- Strong ability to work effectively independently and in a team environment
- Proven ability to work in a fast-paced environment
- Average knowledge of Microsoft Office Suite
- Ability to work flexible and/or extended hours

### **Minimum Education/Experience Requirements:**

- High School Diploma or equivalent is required
- A minimum of two (2) years of gardening/farming experience is mandatory
- Health/wellness/nutrition experience is strongly preferred
- Regular weekend hours required; occasional evening events required
- Ability to speak English is mandatory



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- Ability to speak Spanish is preferred
- Stamford resident is preferred
- A current driver's license and the ability to maintain a current license

### **Pre-Employment Requirements**

- Successfully pass a pre-employment drug test, background, and reference checks
- Adherence to COVID-19 Vaccination Mandate Policy

### **Physical Requirements:**

- Candidate must be in good physical health to bend, lift up to 50 pounds, use garden tools, and be on one's feet for extended periods of time
- Additional physical requirements provided under separate cover