

Maine Coast Heritage Trust Position Description

Apprenticeship, Erickson Fields Preserve

Department/Division: Stewardship/Erickson Fields
Reports To: Erickson Farm & Program Manager Aaron Englander
Effective Date: 2016, revised January 2018
Status: Full Time
Classification: Temporary

GENERAL SUMMARY:

The main objective of the apprenticeship is to learn how to manage a vegetable market garden and agricultural programs through assisting the farm manager and on and off-site trainings.

Under the direction of the General Manager and Erickson Farm & Program Manager, the position assists with all market garden operations at Erickson Fields Preserve including crop planning; garden preparation, planting, maintaining and harvesting; managing volunteers; soliciting and filling wholesale orders; and hiring and managing the Teen Ag Crew. The apprentice also assists with Erickson Fields agricultural programs: Kids Can Grow, Community Garden and other initiatives.

ESSENTIAL JOB FUNCTIONS:

- ◆ Directly works with teens in the Teen Ag Crew Program coordinating, teaching, and supervising students in their work part-time in the spring and fall, and full-time in the summer. Assists with ongoing recruitment and hiring as well as teaching skills including: business planning, planting plans, and all aspects of market garden production.
- ◆ Helps students manage the 4-acre Erickson Fields Preserve market garden to fulfill a contract with the Good Shepherd Foodbank for vegetables that supply the food relief system as well as sales to other wholesale accounts such as local public schools, a retirement community and restaurants.
- ◆ Assists with the management of other programming at Erickson Fields including Kids Can Grow, assorted after school and summer programs, and Community Gardens.
- ◆ Works with food pantries and other partners including University Extension, Master Gardeners, local schools, and volunteers to develop the preserve as a viable community agricultural resource.
- ◆ Assist with continuing design, landscaping, and infrastructure improvements at the Erickson Fields property.
- ◆ Serve as representative of Maine Coast Heritage Trust for those visiting the preserve and assist with other MCHT related tasks as needed.

EDUCATION & EXPERIENCE:

A degree in agricultural sciences, ecology, education or business management will be helpful, but real life practical experience is most necessary. Prior work or related experience with market gardening and education is required. Experience with gardening or farm-scale vegetable production, pest and weed management, and soil nutrient

management are all useful as well as knowledge of various hand tools and tractor operation. The ideal candidate will also have experience working with youth as an educator, camp counselor, youth organizer, etc.

QUALIFICATIONS:

- ◆ Excellent leadership, project management, organizational and problem-solving skills.
- ◆ Excellent interpersonal and oral communication skills.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to promote and maintain positive public relations and to interact with a wide variety of people.
- ◆ Ability to supervise and effectively assume leadership role with youth, volunteers and program participants.
- ◆ Ability to collaborate with peers and supervisors in the organization, this includes accepting positive feedback and constructive criticism to more effectively complete the job.
- ◆ Computer skills –basic skills word processing and spreadsheet skills preferred.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is primarily outdoors in the field, greenhouse and unheated barns and can be required in all-weather conditions such as hot sun, wind, rain, and cold. Significant physical strength and endurance is required, including the ability to lift 50 lbs regularly. Awareness, respect and care will need to be taken while working around equipment and agricultural machinery (tractors and implements). While the majority of worktime is spent outdoors on the farm site, time is also allocated for office work to maintain records and for communicating with various stakeholders (program participants, buyers, etc.) as well as weekly produce deliveries as needed. Occasional assistance with community events for the preserve and MCHT will be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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

Employee name (printed) and signature *Date*

Supervisor name (printed) and signature *Date*