



Horn Farm Center for Agricultural Education **FARM MANAGER**

POSITION DESCRIPTION

- Part-time farm manager: 20 hrs/week
- Staff employee, responsible for his or her own benefits
- One year contract on a renewable basis, pending further funding
- Compensation: \$18,000/yr, hourly rate of \$20/hr.
- Reports to Modern Homestead Farm Committee; monthly written reports to Executive Director; bimonthly written reports to Board of Directors

QUALIFICATIONS

The Farm Manager should have the following qualifications and experience:

- A minimum of three years farming experience
- Two plus years farm management experience
- Familiarity with all aspects of running a small scale intensive farm
- Knowledgeable and committed to upholding organic principles and requirements
- Experience with basic farm equipment operation, maintenance and upkeep
- Proficiency in Word and Excel for recordkeeping and reporting purposes
 - Maintain filing system for all records
 - Develop budget for Farm Manager expenses (in conjunction with MHF Committee)
 - Keep ledger of Farm Manager expenses
 - Keep calendar/schedule
- Excellent communication and organizational skills
- Experience working with volunteers and interns

RESPONSIBILITIES: Oversee day-to-day operations of Incubator Farms, Community Gardens and other on-the-ground Horn Farm Center farming projects, including but not limited to: maintenance and upkeep of farm equipment and farm buildings used in projects; coordination of water needs and irrigation set-ups for project operations; serving as Information resource for incubator farmers and other gardeners; coordination of educational projects and implementation of field demonstrations, project-related farm tours, farm and garden related educational workshops; development of guidelines for organic integrity basics; and acting as communications liaison between the Horn Farm Center and farmers/gardeners, through the Modern Homestead Farm Committee.

DUTIES:

Incubator Farms Project

- Equipment procurement (as directed) and maintenance of tractors, tillers, pumps, mowers, weed whacker, etc. Keep list of contact persons.
- Pole barn maintenance - premises clean-up as needed, oil drop buckets as needed; delineation and assignment of farmers' storage areas; regulate doors, windows to ventilate barn;



- Maintenance and necessary upgrades of washing area
- Fuel supply: maintain, keep records
- Track use of equipment and submit usage information to Horn Farm Center for reimbursement fees
- Assist in design, procurement of materials and implementation and construction of infrastructure upgrades
- Keep Corn Barn farmstand area in order

Community Gardens

- Mow and till gardens during off-season
- Insure that Community Gardens Subcommittee is implementing the following:
 - Maintain appearance of gardens – work with gardeners to keep weeds down
 - Schedule times when gardeners can meet and ask questions
 - Organize a Community Gardens committee
 - Keep spreadsheet list of gardeners current
 - Keep waiting list current
 - Send out notices to participants by email, snail mail, phone contact as needed
 - Keep and file all records
 - Public relations and marketing : work with Executive Director
 - Organize and set up yearly program:
 - Contact with current year's gardeners at end of season to determine number of returning gardeners
 - PR for additional gardeners early next year
 - Plot assignments, garden tilling and layout complete no later than April 15, weather permitting

19th Century Kitchen Garden

- Act as liaison with Community Gardens Subcommittee to coordinate planting and upkeep

Reporting:

- Brief monthly report to Modern Homestead Farm Committee;
- One-page report to Horn Farm Center Board of Directors due one week before their meetings (Jan, Mar, May, July, Sept, Nov)
- Attendance at Modern Homestead Farm Committee meetings

Farm Manager is expected to

- Consult with Modern Homestead Farm Committee and Horn Farm Center Board of Directors on farm operations, purchase of new equipment, replacement of equipment, marketing ideas, short and long range planning, troubleshooting issues
- Cooperate with other non-profits, government agencies and non-government organizations to enhance Horn Farm Center goals
- Attend pertinent conferences, meetings, workshops whenever feasible



- Provide information for recommendations and referrals to Executive Director and other Horn Farm Center committees as needed

Farm Manager has authority to:

- Make daily operating decisions
- Make purchases within budget limits as set by Modern Homestead Farm Committee and Horn Farm Board
- Use office resources and assistance from Executive Director and office staff for conducting farm/garden related business

MEASURABLE OUTCOMES

- Task completion, based on calendar-scheduled target dates approved by Modern Homestead Farm Committee:
 - Monthly reports to Modern Homestead Farm Committee
 - Bi-monthly reports to Board of Directors
- Development and maintenance of adequate record-keeping system as determined and reviewed by Modern Homestead Farm Committee and Treasurer
- Successful initiation, implementation and oversight of Community Gardens and other farm and garden related projects as determined and reviewed by Modern Homestead Farm Committee
- Satisfactory maintenance and upkeep of Incubator Farms Project equipment and buildings as determined by Modern Homestead Farm Committee and Buildings & Grounds Committee
- Successful collaboration with Education Committee on educational projects and workshops as measured by attendance and positive feedback from participants
- Effective communication and interaction with gardeners, incubator farmers, Horn Farm Center staff, Board of Directors and volunteers as measured by positive feedback

