



North East Community Center Position Description

Title: Teen Farm Education Program Assistant
Classification: Temporary July 5-August 23, 2019, Hourly,
Full-time, Tuesday-Saturday schedule
Hours: 35 hours per week

Primary Role: The Teen Farm Education Assistant (TFA) organizes and implements activities with a team of 8-10 youth ages 14 to 18, participating in the NECC Farm Education programs in the northeastern Dutchess County area. The assistant will work closely with the Teen Farm Education Program Manager to implement a schedule of work and activities that teach youth about local farming and enable them to work at area farms, the Webutuck School Garden, and the Millerton Farmer's Market.

Responsibilities:

The TFA will:

- Help the Farm Education Program Manager schedule work activities and projects for a group of 8 high-school-age youth to engage them in learning about farming, food production, gardening, and agricultural marketing.
- Be responsible for leading the group in scheduled activities at area farms, the school garden, and Millerton Farmer's Market
- Be responsible for helping the Teen Farm Education Program Manager track interns' hours, track program expenses, organize projects and keep track of other information as required.
- Collaborate with the Millerton Farmer's Market Manager to manage interns' booth at the market, including tracking and reordering of inventory.
- Communicate regularly with the Farm Education Manager to discuss program progress and resolve problems.
- Follow all NECC Policies & Procedures.
- All other duties as assigned.

Required Skills and Behaviors:

- Must be motivated and comfortable working with teens.
- Able to participate as an active team member, working well with staff, volunteers, and youth.
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds.
- Utilizes proactive thinking and problem-solving skills.
- Models NECC values at all times.

Qualifications:

Required:

- Hard-working
- Experience with outdoor work
- Interest in gardening and or farming

- Must be at least 21 years old with good driving record
- Current driver's license
- Background check through central database and fingerprinting

Preferred:

- Experience working with youth
- Relevant training including but not limited to First Aid/CPR

ADA Requirements:

- Ability to lift a 50-pound box
- Ability to walk up and down stairs
- Ability to accomplish physical labor outdoors and in various kinds of weather

Supervisor(s):

Farm Education Program Manager, direct supervision

Jackie Osnato, Teen Program Director

Effective: April 25, 2019