



North East Community Center Position Description

Title: Teen Farm Education Program Manager
Classification: Temporary June 24-August 25, 2019, Hourly,
Full-time, Tuesday-Saturday schedule
Hours: 35 hours per week

Primary Role: The Teen Farm Education Program Manager (TFM) organizes and provides leadership to a team of 8-10 youth ages 14 to 18, participating in an 8-week summer work program: The Community Partnership with Schools and Business, or “Teen Jobs” Program. The CFM will design and implement a schedule of work and work-related activities that will enable participating youth to learn about local agriculture and farming practices and develop customer service and business skills. The group will be mobile, and work sites will include area farms, the Webutuck School Garden, and The Millerton Farmers Market. The TFM provides leadership to and works closely with the Farm Education Assistant to implement all programming.

Responsibilities:

The CFM will:

- Develop and implement a plan of activities for a group of high school aged youth (paid interns) to engage them in learning about farming, food production, gardening, value-added food products, and marketing. The group will:
 - Work on local community farms.
 - Cultivate and maintain the Webutuck School Garden.
 - Visit educational or demonstration farms.
 - Create their own brand of value-added food products.
 - Staff a “Youth Market” at the Millerton Farmers Market.
- Be responsible for leading the group, scheduling activities and intern hours, tracking intern hours, tracking program expenses, organizing projects and keeping track of other information, such as outcomes, as funders may require and reporting back to the Teen Programs Director.
- Collaborate with the Millerton Farmers Market Manager in the management of the interns’ booth, including recording sales and tracking inventory for value-added products and other items sold.
- Provide interns with transportation to and from home to work assignments to complete their scheduled work hours.
- Communicate regularly with the Teen Program Director to discuss program progress and resolve problems.
- Follow all NECC Policies & Procedures.
- All other duties as assigned.

Leadership:

- Direct supervision of Farm Education Program Assistant
- Oversight of teen interns

- Participate in regular meetings with the Teen Program Director, responding to feedback and guidance as needed
- Complete evaluations of teens' performance
- Ensure time is tracked for Teen Farm Education Program Assistant and teen interns
- Provide planning and direct communication with farms and other sites/locations selected for learning opportunities.

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:

- Experience developing and providing programs for teens
- Experience with/knowledge of farming and production of value-added farm products
- Hands-on experience with planting/gardening
- Hard-working
- Experience with outdoor work
- Must be at least 25 years old with good driving record
- Current driver's license and Defensive Driving certificate
- Background check through central database and fingerprinting

Preferred:

- Relevant training including but not limited to, First Aid/CPR, Youth Mental Health First Aid, and Mandated Reporter certification

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):

Jackie Osnato, Teen Program Director, direct supervisor

Effective: April 16, 2019