

Everdale is accepting applications until March 16th 2018 for the role of

Farm School Co-ordinator at Everdale – Hillsburgh

About Everdale

Everdale's neighbourhood-based organic farms are places where good food is grown and inspiring programs and services are delivered - by and for people of all ages and backgrounds. At [Everdale](#), we believe that people are empowered when we grow food, share it, teach each other about it, and celebrate it. This empowerment results in improved personal health and the creation of healthy local food communities.

General Job Information

- **Job title:** Farm School Co-ordinator
 - Purpose of the position: Co-ordinate Everdale's Farm School Programs which include Everdale's Farm Trip program and Summer Farm Camp.
- **Start and end dates:** March 26th – October 31st - Part time
- **Pay and benefits:** \$20/ hour & 30% discount off of food grown at Everdale
- **Hours per week:** Flexible hours, see below
- **Work location:** Everdale - Hillsburgh Community Farm at 5812 Sixth Line near Hillsburgh. Some work may be completed from home.
- **Supervisor:** Karen Campbell, Youth Director

Specific roles and responsibilities of Farm School Coordinator

Time commitment:

- Part time - 2 days a week from March – June to support the Farm Trip program
- 35 hours / week in the summer (July, August) to support the Farm Camp program
- Part time - 2 days a week from – Sept – Nov to support the Farm Trip program
- Work occasional weekends and holidays

Roles and responsibilities:

- Co-ordinate **Farm School** bookings with teachers, and community groups in spring and fall
- Keep Everdale website updated as bookings develop
- Complete outlines for Farm Trips based on program choices using Everdale's vetted programs and lesson plans

- Co-ordinate to book the **Farm Camp** program with parents and guardians
- Keep Everdale website updated
- Hire, train and supervise Farm camp Staff

- Maintain small Farm School plant part gardens in courtyard (approx. 100 sq. ft.)
- Maintain the Pollinator garden in courtyard
- Maintain all farm school materials and supplies
- Co-ordinate daily upkeep of space used for Farm Camp
- Co- ordinate vegetable needs for programs with Farm Manager
- Undertake program and community outreach for Everdale and Farm School program

General responsibilities of all Everdale employees

- Strive to carry out Everdale's mission and objectives and mandate
- Develop and maintain effective working relationships with colleagues, the public and partner organizations
- Work with diverse groups and populations
- Communicate openly and respectfully with others
- Be punctual and ready to work selected hours
- Be committed to working safely and efficiently

Ideal skills, experience, and attributes – good to have but not required

- First Aid training
- Youth programming
- Child development work
- Basic computer literacy (Word, Excel, Email).
- Valid Ontario driver's licence
- Able to lift up to 40 lb regularly
- Able to work outside in a wide range of weather conditions.
- Able to consistently take a positive solution-based approach to challenges.
- List any other job specific items here

How to Apply

- Completed applications should be sent to Karen Campbell. Karen@everdale.org
- Application Deadline: March 16th, 2018. 5pm
- Your application must include:
 - o Cover Letter
 - o Resume
 - o [Application form \(click this link to download the application form\)](#)

While we appreciate all applications, only those candidates selected for an interview will be contacted.

The applicant selection process and Everdale's commitment to a healthy and diverse work place

At Everdale, we believe in the power of diversity. We proactively seek to have strong representation of women, people with disabilities, Aboriginal peoples, and visible minorities in our organization. We are committed to establishing and maintaining a safe, inclusive, equitable and welcoming learning and working environment for all of our employees regardless of race, gender, sexual orientation, or cultural background.