



Everdale is accepting job applications until **5pm on January 25, 2019**, for the role of **Coordinator: Farm School program, Grow+Share program, and Farm Camp**

About Everdale

Everdale is a not-for-profit teaching farm 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.

The Job

Job title: Coordinator of Farm School Program, Grow+Share program, and Farm Camp

Purpose of the position: Host groups coming to Everdale Farm to take part in our Farm School program, the Grow+Share corporate groups program, and Farm Camp. Also, do the scheduling and client communications for above. Trained and supervised by the Director of Farm School programs. This position will also support the Good Food Project collaboration between Everdale and the SEED food project at the Guelph Community Health Centre.

Start and end dates: Contract; March 15, 2019 – November 15, 2019. Possibility of extension and/or permanent.

Pay and benefits: \$18.19/hour; Health benefits; Employee discount of 30% off food grown at Everdale Farm.

Hours per week: 40 hours per week

Work location: Everdale Farm, 5812 Sixth Line, Hillsburgh, Ontario. Occasional work at partner locations in Guelph, Ontario.

Supervisor: Director of Farm School Programs

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.

Roles and responsibilities for this position

- Work 40 hours per week; Monday to Friday schedule; occasional evenings and weekends.
- Supervise program support staff: program assistants, summer students, and volunteers.
- Host groups coming to Everdale Farm to take part in our Farm School program, the Grow+Share corporate groups program, and Farm Camp. Also, do the scheduling and client communications for above. Trained and supervised by the Director of Farm School programs. This position will



also support the Good Food Project collaboration between Everdale and the SEED food project at the Guelph Community Health Centre.

Ideal skills, experience, and attributes

- Have a degree or diploma in any field of study and be 30 years old or younger (these requirements are part of a grant that is paying for 40% of the salary of this position)
- Valid G driver's licence
- Personal vehicle for getting to and from work (there's no public transit to the farm). There's also the option of renting a room in the staff apartment at the farm
- Previous experience and training related to things like: hosting groups, outdoor education, hands-on learning programs, community outreach, farming, food programs, food preparation, fundraising, food security, community programs, event planning and hosting
- Excellent people skills
- Experience working with children
- Current First Aid certification
- Basic computer literacy (Word, Excel, Email)
- Vulnerable Sectors Police Check
- Able to lift up to 40 lbs regularly
- Able to work outside in a wide range of weather conditions
- Able to consistently take a positive solution-based approach to challenges

How to Apply

- Completed applications should be sent to gavin@everdale.org
- Application Deadline: 5pm on January 25, 2019
- Your application must include:
 - o Cover Letter
 - o Resume
 - o Confirmation that you: have a valid G driver's license and a degree or diploma; are 30 years old or younger

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.