



COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: *Farm Crew Leader*
Reports To: *Education Manager*

General Statement of Duties and Responsibilities

The Crew Leader works directly with both farm managers in all aspects of certified organic vegetable, herb, and sprout production marketed through CSA and wholesale channels. Under the direction of farm staff, the crew leader oversees farm apprentices, interns, worker share participants, and volunteers.

Specific Duties and Responsibilities

Farm Production

- Participate in all aspects of farm production including: planting, weeding, harvesting, and post-harvest handling.
- Participate in seedling and herb production in our greenhouse, including some daily greenhouse monitoring.
- Participate in, and take the lead on, some aspects of sprout production including packaging, daily sprout chores and delivery.
- Understand and follow all requirements for certified organic production.
- Understand and maintain all production and quality standards as determined by the Farm Director.
- Assist with weekend and/or evening greenhouse and sprout chores as needed.

Training and Supervision

- Supervise interns, worker shares, students, and volunteers on field, harvest, sprout, and greenhouse tasks.
- Demonstrate and effectively communicate production and quality standards to interns, worker shares, and volunteers.
- Other tasks as assigned.

Customer Service and Delivery

- Assist farm staff with all aspects of CSA pick-up and farm stand.
- Take the lead delivering wholesale crops, herbs, and sprouts, as well as off-site CSA shares.
- Participate in all aspects of the annual bedding plant sale.
- Contribute to the weekly CSA newsletter as requested.

Education

- Participate in weekly field tour.
- Participate in intern classes as needed.
- Identify teaching opportunities within the context of daily farm activities.

Required Knowledge, Skills and Abilities

- This position requires a minimum of two full seasons growing diversified vegetables in a production

setting.

- Ability to work quickly and efficiently in all types of weather.
- High attention to detail.
- Ability to lift 50 lbs.
- Ability to drive a 16ft. box truck.
- Ability to motivate crew to work quickly and efficiently.
- Ability to multitask own work while supervising others.
- Strong experience working with productive, proactive teams.
- Proficient use of smart phones, office software, email, and other technology.
- Ability to communicate effectively both verbally and in writing, including the ability to listen and solve problems.
- Ability to provide support and leadership while working with groups of people on projects.
- Experience working with diverse groups of people in community settings, with cultural competence.
- Strong organizational and communication skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to be innovative and resourceful while planning and organizing a demanding workload.
- Ability to commit to and promote CGW’s mission, goals and priorities.

Additional Information/Requirements

- The incumbent must provide a copy of a current Wisconsin driver’s license.
- Ability to drive farm vehicles. Experience driving a tractor a plus.

Position Classification

LTE/Seasonal, hourly position.

Position Schedule

The approximate seasonal schedule will be:

- 16 hours per week in March
- 32-40 hours per week April through October (approximation of weekly schedule listed below)

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
9 hrs.	8 hrs.	9 hrs.	0-5 hrs.	5.5- 9 hrs.	0-2 hrs.
6:30am – 3:30pm	6:30am – 2:30pm	6:30am-3:30pm	2pm – 7pm <i>Occasional/Flexible</i>	6:30am – 12pm 6:30am – 3:30pm	<i>Optional/Flexible</i>

Compensation

- \$10.50 – \$11.50 / hr. based on experience
- Access to farmer food and our U-Pick flower & herb garden

How to Apply

- Please submit cover letter and resume to annali@communitygroundworks.org
- Application deadline: **February 15, 2017**
- Qualified applicants will be contacted for an interview date after the deadline has passed.