



Urban Farm Assistant Needed

Toledo GROWs seeks an assistant for urban farm duties, beginning May 2018. This is a year-round, part-time position. Evening and weekend hours will be required. This position will be the primary Toledo GROWs staff responsible for weekend and holiday chores of greenhouse oversight and animals, as well as work time during the week alongside other staff and volunteers. Work days and times are somewhat flexible. This position has the potential to increase up to full-time hours during the peak of the growing season (June through August).

Essential Duties and Responsibilities:

- Tend to animals, greenhouses, and grounds on Saturdays, Sunday, and holidays;
- Greenhouse propagation and maintenance;
- Planting, cultivation and harvest for the urban farm property;
- Assist Urban Farm Coordinator in collaborative brainstorming, research and/or problem solving for implementation of soil-building/amendments, irrigation, and plant and disease management systems;
- Post-harvest handling of produce and preparation for market;
- Assist with farm-stand distribution; accountable for volumes of produce sales and program income ledger; deliver produce for distribution as needed;
- Assist Urban Farm Coordinator in organizing and tracking all farm data and updating recordkeeping logs;
- Maintenance and inventory of all farm tools, storage, greenhouses and work areas;
- Occasional supervision of volunteers

Qualifications and preferred skills:

- Prior experience in vegetable gardening; at least one season of diversified vegetable production
- Inspired to grow nutrient-dense food within the platform of community garden and urban agriculture;
- Supervisory experience of a diverse range of individuals and volunteer groups;
- Excellent organization and communication skills for recordkeeping, project planning and goal-setting;
- Strong willingness to learn; ability to follow direction and supervision; adaptability
- Creative problem solver; willing to contribute skills, knowledge, and experience to assist in the development of Toledo GROWs local food production, demonstration and education vision;
- Ability to work independently, quickly and carefully, and motivate others to do the same
- Valid driver's license necessary
- Prefer candidate with: mechanical skills for operation of farm tools and equipment; tractor operation and maintenance experience; animal husbandry experience; experience in developing value-added products.

Physical Demands: While performing the duties of this job, the individual is frequently required to stand, walk, talk, hear and sit. The individual will also occasionally be required to use hands for holding, grasping and feeling objects; reach with hands and arms; bend and squat. Working both in an office and outdoor setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The individual will work inside and outside with others. At times, the work environment may be loud. May be exposed to extreme temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Send resume and cover letter by April 16, 2018 to;
Yvonne Dubielak, Executive Director, yvonne.dubielak@toledogrows.org