



## **Job Description: Site Management & Vocational Skills Lead**

### **TUF Mission Statement**

The Urban Farm inspires excitement for learning through practical work experience in a farm setting while fostering respect, responsibility, curiosity, compassion, and grit. TUF works to remove barriers to entry, such as location, land access, and finances, for urban youth to participate in and learn about agriculture.

### **Position Summary**

50% Ground maintenance & site management

50% Youth training, leadership and mentorship in vocational skills

This position is responsible for facilitating programs for the adolescents (ages 14-22) enrolled in TUF's Urban Grown Apprenticeship program, who will be learning hands-on vocational and transferable skills at TUF. This apprenticeship program is run in partnership with the Denver Juvenile Services Center's H.Y.P.E. (Helping Youth Pursue Excellence) program. It is anticipated that youth groups will consist of 10 participants at a time and youth will always be accompanied by Denver Juvenile Service Center staff. When not working on projects with youth participants, this position is responsible for the general maintenance, upkeep, and beautification of The Urban Farm property and equipment.

This position will report to the Executive Director of The Urban Farm and work collaboratively with the TUF's Horticulture & Livestock Managers as well as the H.Y.P.E. staff.

### **Duties & Responsibilities**

- Supervise and train groups of youth in daily structured programming to include a variety of activities and vocational skills in site management, grounds maintenance, livestock chores and horticultural tasks.
- Use and demonstrate to youth and volunteers the proper use of hand tools and small equipment such as shovels, rakes, tillers, irrigation etc.
- Perform and lead groups in garden tasks, livestock chores, and small construction projects such as weeding, mulching, pruning, feeding, mucking, painting, building fences, constructing chicken coops, ect.
- Responsible for maintaining a schedule on daily paddock cleaning and repairs.
- Participate in the planning and development of natural open space restoration projects, plant management schedules, and integrated wildlife management efforts.
- Develop and monitor program work plans, work breakdown, and project milestones, while adhering to a project budget.



- Clean and maintain hardscapes, pathways and roads.
- Contribute to the maintenance of TUF's vehicles and equipment, including scheduling required servicing.
- Perform related site maintenance tasks such as trash collection, bathroom maintenance and cleaning, vandalism repair, and snow removal operations as needed.

### **Education & Experience**

- High school diploma or equivalent.
- Degree or 3+ years of previous work experience in agriculture, horticulture, agribusiness, livestock management, animal science, natural resource management or related fields is highly preferred.

### **Qualifications**

- Excellent interpersonal and verbal communications skills and techniques, with a demonstrated ability to work well with other staff, program participants, youth and volunteers of diverse backgrounds and abilities.
- A minimum of two (2) or more years of experience managing or working with a team in a startup and/or high-growth environment.
- Ability to work in a safe and efficient manner, with a keen eye for detail.
- Knowledge of the materials and methods of landscaping, grounds maintenance, and basic carpentry.
- Experience using hand tools, power tools, small equipment & large equipment (i.e. tractor, disk, manure spread, drag, truck and trailer, drill, hammer, etc).
- Ability to develop, plan and implement short and long-range goals, establish priorities and organize resources.
- A work style that yields high results when working independently or as part of a team.
- Basic computer and email skills (specifically Google Suite).
- Demonstrated experience with livestock is preferred (cattle, horses, goats, sheep, poultry, etc.).
- Previous work experience in youth education, the juvenile justice system, justice system, program development is a plus.
- Bilingual in English and Spanish is preferred.

### **Work Environment**

- Most time will be spent outdoors in all weather conditions.
- May be exposed to loud noises while using equipment.
- Weekend and holiday hours may be required.
- May be required to work when The Urban Farm is closed due to severe weather.
- Work is accomplished with moderate supervision. Work is reviewed for accuracy and overall adequacy.



### **Physical Requirements**

- Ability to lift/carry up to 50 lbs.
- Requires prolonged walking, sitting, and standing.
- Requires a full range of physical motion to operate equipment and complete tasks.
- Successful performance requires specific vision abilities that include close to far vision, to include depth perception and visual accuracy.
- Talk and hear.

### **Certificates, Licenses and Registrations**

- Valid U.S. Drivers' license and the ability to be insured by The Urban Farm.
- Access to an insured vehicle for local errands.

### **Compensation & Benefits**

- This is a full-time position requiring 40 hours per week. Starting salary will be depending on experience and qualifications; however, the target salary for this position is \$50,000/year. This is a term limited position, the initial end date is 1 annual year from the date of hire, with possibility of renewal based on funding availability and performance.
- Paid health insurance (for base plan), generous vacation, sick and holiday pay.
- Seasonal fresh produce stipend.

### **To Apply**

Send a cover letter, resume, and three professional/academic references to Michelle Graham, Executive Director at [michelle@theurbanfarm.org](mailto:michelle@theurbanfarm.org). Applications will be accepted and reviewed on a rolling basis until May 15, 2021. Please use the subject line "YourLast Name\_Grounds Maintenance & Vocational Skills Lead".

### **Additional Information**

*The Urban Farm provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin disability, genetic information, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.*

*Employment is pending a criminal background check.*