



## FARM & GARDENS MANAGER

<b>Department</b>	Farm & Gardens	<b>Wage Range</b>	\$26-\$32
<b>Supervisor</b>	Outreach and Programs Director	<b>Status</b>	Regular, Full-time, Non-Exempt
<b>Revised</b>	February 2025	<b>Location</b>	Tacoma, WA

**General:** The Farm & Gardens Manager provides vision and direction for L'Arche Farm & Gardens while holding overall responsibility for management of the program. This position also oversees recruitment, orientation, training and retention of Farm team members, the coordination of volunteer groups and individuals, supervises the Jesuit Volunteer and works alongside core members on the farm. The Farm Manager is responsible for facilitating and building relationships with staff, farm core members, customers, volunteers and visitors at L'Arche Farm and Gardens.

**Program Scope and Location:** The Farm Manager works with the Outreach and Programs Director, providing specific oversight of the L'Arche Farm & Gardens program. The Farm & Gardens (F&G) main site is located in Pierce County, south of Tacoma, WA. Daily activities occur onsite with operations extending offsite at various farmers markets and events throughout the County. The F&G team works to ensure all participants in the Farm experience, including workers, volunteers, customers and service learning groups, live out the mission of L'Arche Farm & Gardens while creating plant products that are of high quality. The F&G team works with the rest of the LTH community to foster welcome, inclusion and belonging for all that come to our programs.

The F&G team includes the Farm Manager (FM), Farm Coordinator (FC), Seasonal Farm Specialist (FS), Jesuit Volunteer and seasonal support. The team also includes participants in our supported employment programs along with members of the Outreach and Programs team while onsite at the Farm. L'Arche Farm and Gardens is a part of the Outreach and Programs department at L'Arche that connects and welcomes those outside our community into sharing the mission of L'Arche.

**Direct Reports:** Farm Coordinator, seasonal Farm Specialist, Farm Core Members, Jesuit Volunteer, Year-long German volunteer

### Administrative Responsibilities – 30%

- Plan and monitor budget and resources for all aspects of the Farm & Gardens program
- Oversee, support and perform all maintenance for site, facilities and equipment
- Create, train, and support the follow through and adherence for all policies and operational procedures
- Support execution of all required F&G documentation
- Ensure all money management procedures are being followed
- Maintain all required F&G documentation in regards to volunteers, both individual and groups
- Assist Volunteer Coordinator in documentation and tracking
- Assist Communications with farm marketing
- Coordinate support of all volunteers and groups for the F&G Program
- Work with the Volunteer Coordinator around requests and needs of those seeking to volunteer on the farm
- Orient and maintain supports for volunteers, immersion groups and participants
- Facilitate orientation, training and ongoing support for volunteers and groups.
- Communicate with F&G team for specific needs and requests for visits both on and offsite
- Coordinate plans, resources and materials for all who come to the farm
- Point person and oversee partnership with Hibernia School and InVia German volunteers

- Supervisor, point person and oversee partnership with Jesuit Volunteer Corp volunteer
- Hold planning meetings
- Attend Director Circle periodically and other Pierce County meetings.

### **Core Member Supervision – 30%**

- Works alongside core members on the farm in the team, mentor GSE model
- Hire and supervise Core Member Farmers including training, creating job descriptions, regular supervision meetings and managing schedules
- Review and demonstrate seasonal jobs, set up tasks, provide flexible alternatives to tasks, and any extra support needed for a given task
- Plan out daily, weekly and monthly tasks to include core members in farming tasks
- Reviews core members' timesheets
- Communicates and creates core members' schedules with core members' guardians
- Provide input as needed to job support for annual job performance reviews and assessments
- Ensure adherence to all policies and procedures in the Farmer Core Member Handbook / Manual
- Respond to emergencies and critical events involving Core Member Farmers

### **Farm Responsibilities – 25%**

- Maintain and build relationships with partner organizations, especially farmers markets and schools
- Supervise and assist Farm Coordinator with the crop plan
- Supervise and assist Farm Coordinator with the CSA
- Coordinating on and off-site markets and sales
- Lead volunteer groups in doing farming tasks
- Assist in planning of farm events like Opening Day, Hot Lunch, etc.

### **Farm Staff Supervision – 10%**

- Hire and supervise farm staff including scheduling, training, performance management regular supervision meetings.
- Supervise and provide monthly functional accompaniment check-ins with Farm Coordinator and Farm Specialist
- Develop agendas and facilitate team meetings
- Create and organize Orientation and Onboarding materials for new staff
- Track and update trainings and certifications for all Farm staff, includes GSE participants' beginning of the year paperwork
- Monitor Farm Staff to ensure Farmer Core Members are receiving needed support

### **Executive Leadership Responsibilities – 5%**

- Solicit and listen to feedback from core members and staff, to inform policy development and implementation
- With the other Executive Leaders, foster an understanding on the Farm of L'Arche Spirituality
- With the other Executive Leaders, help vision, schedule, plan and carry out community-wise celebrations and spiritual tradition
- Alongside other Executive Leaders, make sure the mission, charter and mandate are being lived out by our community practices

### **Minimum Qualifications**

- Verbal and written fluency in English
- Two years of work experience with people with intellectual disabilities
- Basic knowledge of growing methodologies around greenhouse and field management
- Comfortable speaking and engaging with large groups
- Basic knowledge of common email applications and competent in Microsoft Office software programs
- Must possess and maintain a valid driver's license. Must be capable of driving LTH vehicles and other people.
- Moderate computer skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information and download forms
- Ability to pass fingerprint background check

- Ability to pass 2-step TB test or demonstrate appropriate therapies

### **Trainings/Certifications Required (can be completed after hire)**

- Trainings required by the Pierce County Community Connections contract
- Direct Support Professional 101 course or similar support models
- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handler's Certificate

### **Equity and Inclusion**

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency.

### **Community Expectations**

- Model Cooperative Communication and foster cooperative relationships
- Commit to the mission and philosophy of L'Arche, including the Pillars of L'Arche Spirituality
- Show flexibility and responsiveness to core member needs
- Ensure that the LTH community enjoys a vibrant community life through visioning, planning and collaborating with leaders and staff
- Foster a spirit of teamwork within the community

**Physical Requirements** - Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Regularly required to be performing duties outside an office
- Must have the ability to move swiftly in and out of spaces and the ability to lift, push, pull and support heavy objects and other items
- Regularly required to work outside in hot and cold weather
- Ability to perform lifts and transfers up to 50 pounds, with training
- Bending squatting to assist core members in activities of daily living

Some remote work possible; the majority of time will be spent onsite

### **Wages and Benefits**

Forty (40) hours per week position. Benefits eligible role, including subsidized health insurance, paid sick and vacation, and some dental and vision coverage. Wage dependent on qualifications starts at \$26.00/hour; eligible for experience and merit increases.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_