



FARM & GARDENS PLANT SPECIALIST (Seasonal)

Department	Outreach and Programs (Farm & Gardens)	Wage Range	\$20-\$24
Supervisor	Farm Manager	Status	Full-time, Non-Exempt, Seasonal, April-mid December
Revised	February 2025	Location	Tacoma, WA

General: The Farm & Gardens Seasonal Farm Specialist is responsible for supporting L'Arche Farm and Gardens to grow quality plants, produce and flowers through seed, transplant, harvest and sale through the seasons. The Farm Specialist is also responsible for facilitating and building relationships with staff, farm core members volunteers and visitors at L'Arche Farm and Gardens. The Farm & Gardens Specialist works onsite at L'Arche Farm and Gardens and does not have a remote work option.

Program Scope and Location: 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 (JV) and seasonal support. The team also includes core members in our supported employment program 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.

Core Member Co-Workers – 50%

- Works alongside core members on the farm in the team, mentor GSE model
- Review and demonstrate seasonal jobs, set up tasks, provide flexible alternatives to tasks, and any extra support needed for a given task
- Assist in building positive relationships across all participants on the Farm
- Follow all policies and procedures as defined in PCHS contract.
- 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 – 40%

- Create a welcoming prepared presence for all who come onto the Farm – Customer service for all aspects of the Farm and the programs it supports.
- Work with the Farm Coordinator to support growing quality plants, produce and flowers through seed, transplant, harvest and sale through the seasons.
- Assist in managing the resources needed to create healthy plants, produce and floriculture.
- Learn and practice protocols for growing and harvesting healthy and safe produce and plants.
- Support the Farm Coordinator in determining and communicating Community Supported Agriculture (CSA) program needs, updates and information-sharing with internal and external audiences
- Manage the point-of-sale system (Square) to support inventory and sales tracking
- Participate in selling onsite and at farmers markets, garden shows and other sales events
- Assist with documentation of plant programs and growing systems.
- Support the team to build and maintain relationships with partner organizations, especially farmers markets, nurseries and farms.
- Lead volunteer groups

Administrative Responsibilities – 5%

- Communicate maintenance needs, specifically around plants, to the Farm Manager

Farm Staff Co-Workers – 5%

- Attend team meetings and participate in supervision meetings once per month

Minimum Qualifications

- Verbal and written fluency in English
- Previous 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

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 \$20.00/hour; eligible for experience increases

Printed Name: _____

Signature: _____

Date: _____