

job posting



Faculty of Land and Food Systems
THE UNIVERSITY OF BRITISH COLUMBIA



The Centre for Sustainable Food Systems at UBC Farm Position Title: Urban Farmers Assistant

1. **POSITION IDENTIFICATION**

Position Classification: Miscellaneous Farm Worker
Position Title: Urban Farmers Assistant
Faculty: Land and Food Systems
Department: The Centre for Sustainable Food Systems at UBC Farm
Position Number: 30757

2. **POSITION FUNCTION**

The Centre for Sustainable Food Systems (CSFS) at UBC Farm is a 24-hectare teaching, research and community farm located on the University of British Columbia's Vancouver campus. Embodying UBC's aspiration to be a "living laboratory", the CSFS/UBC Farm provides experiential learning opportunities for students, community members and the general public and strives to explore and exemplify how land, food and community are brought together to create healthy and sustainable food systems. More information about the CSFS/UBC Farm can be found at www.ubcfarm.ubc.ca.

The Urban Farmers Assistant works in collaboration with the Volunteer and Outreach Coordinator, the Perennials and Biodiversity Coordinator and other CSFS/UBC Farm staff to provide day-to-day field supervision to student, community and public participants in the Urban Farmers Volunteer Program, as well as assisting with crop production and general farm tasks.

3. **WORKING RELATIONSHIPS**

The Urban Farmers Assistant will report to the Volunteer and Outreach Coordinator who is responsible for the Urban Farmers Volunteer Program, and to the Perennials and Biodiversity Coordinator. The Urban Farmers Assistant works closely, in a collaborative environment, with other CSFS/UBC Farm staff.

4. **WORK PERFORMED**

Urban Farmers Volunteer Program Responsibilities:

- Works with the Volunteer and Outreach Coordinator to plan, prioritize, and facilitate day-to-day field supervision of volunteers in the context of crop production on a working campus farm. Field tasks with volunteers include weed management, harvesting, and post-harvest processing.
- Assists the Volunteer and Outreach Coordinator with administrative tasks related to volunteer programming as required.

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farm.team@ubc.ca

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Field Work Responsibilities:

- Field production tasks – seeding, transplanting, irrigating, pest and weed management, harvesting, and seed saving. Work with a wide range of crops is anticipated, with a focus on perennial fruits, cut flowers, and seed crops. It may be possible for the Urban Farmers Assistant to take on management of a particular crop or field.
- General farm tasks – compost management, livestock assistance, basic construction, cleaning, etc.
- Post-harvest tasks – washing, sorting, packaging and preparing produce for sale.

5. **EXERCISING JUDGEMENT/IMPACT OF DECISIONS**

The Urban Farmers Assistant is a representative of the CSFS/UBC Farm and the Faculty of Land and Food Systems. This individual’s approach and delivery of information in dealing with the general public and a variety of site users present at the CSFS/UBC Farm reflect on these units. Therefore, ensuring a high regard for professionalism, safety, and adherence to UBC policies is of considerable importance.

When dealing with powered equipment, including tractors and field implements in a variety of field conditions and weather, the Urban Farmers Assistant will need to critically assess each operation before proceeding in order to ensure the safety of all individuals involved. When using high-powered equipment, poor judgment of the operating conditions and context can result in operator injury or death.

Day-to-day decisions regarding crop planting, care, and harvest have a considerable impact on crop quality and timing, which in turn impacts the financial viability and teaching quality of the CSFS/UBC Farm.

6. **SUPERVISION RECEIVED**

Reports to and works under the general direction of the Volunteer and Outreach Coordinator and the Perennials and Biodiversity Coordinator. The Urban Farmers Assistant must show a significant degree of autonomy and be able to make day-to-day decisions independently, but will review major decisions with and defer high-impact decisions to the Volunteer and Outreach Coordinator and the Perennials and Biodiversity Coordinator. Evaluation of the performance of major job responsibilities will include reviews of quality and effectiveness in achieving program objectives and financial viability, as well as adherence to the CSFS/UBC Farm’s mission and vision.

7. **SUPERVISION GIVEN**

The Urban Farmers Assistant will provide field supervision to volunteers via the Urban Farmers Volunteer Program. This individual will be responsible for delegating tasks to the volunteers and responsible for reviewing volunteers’ work and providing feedback and guidance as needed.

8. **WORKING CONDITIONS**

Work takes place outdoors in the production fields at the UBC Farm and occasionally at outreach events around the city. The Urban Farmers Assistant is required to work in all weather conditions. Work in extreme weather conditions may be required. Shared indoor office space is provided at the UBC Farm,

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though the Urban Farmers Assistant will be required to communicate with other CSFS/UBC Farm staff to avoid space conflicts. When special events or circumstances require, work will be performed after normal business hours.

9. **MINIMUM QUALIFICATIONS AND SKILLS**

Education and Experience:

- Minimum of two years of post-secondary educational experience in a related discipline or equivalent work experience is preferred.
- Minimum of one growing season experience in diversified vegetable/fruit/flower production, preferably organic.
- Demonstrated leadership experience; able to comfortably provide hands-on group and individual instruction to students and community members of diverse ages and backgrounds.
- Experience working within a large public-sector organization (i.e. a university or government organization) is an asset.

Skills:

- A broad base of technical skills in the areas of horticultural production, soil and landscape management, farm equipment use and maintenance, computer use, and/or animal care in a mixed farm setting.
- Demonstrated supervisory, communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.
- Demonstrated ability to model the knowledge, skills, and work habits required to successfully operate a viable farm enterprise.
- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift approximately 50lbs, and have a flexible schedule.
- Familiarity with the UBC Farm site, and the CSFS/UBC Farm vision, mission and operations is an asset.
- Valid Class 5 driver's license.
- Demonstrated ability to work quickly, efficiently and calmly in high-stress settings for long hours in any weather and bring tasks to completion on time.

10. **POSITION DETAILS**

Start and End Dates: April 1st, 2017 to October 31st, 2017 (with the possibility of a part-time extension into the winter)

Hours Worked: Full-time (35 hours/week, Tuesdays through Saturdays) between April 1st, 2017 and October 31st, 2017

Wage: \$15.03 to \$16.10 per hour (commensurate with experience)

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11. **HOW TO APPLY**

- Email, as a **single PDF document**, a cover letter and a resume clearly detailing your experience and qualifications for this position to Natalie Yuen at natalie.yuen@ubc.ca
- Ensure your email subject line clearly refers to the **Urban Farmers Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Applications must be received no later than **11:59 PM on Sunday, January 22nd, 2017.**
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.

UBC hires on the basis of merit and is committed to employment equity. All qualified individuals are encouraged to apply. The Centre for Sustainable Food Systems at UBC Farm will give priority to individuals who have demonstrated commitment through volunteer service or other engagement.

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