The Centre for Sustainable Food Systems at UBC Farm

Position Title: Urban Farmers Volunteer Assistant

POSITION IDENTIFICATION

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

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 at 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 at UBC Farm can be found at [www.ubcfarm.ubc.ca](http://www.ubcfarm.ubc.ca).

The Urban Farmers Volunteer Assistant works in collaboration with the Volunteer and Outreach Coordinator, the Perennials and Biodiversity Coordinator and other 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 farms tasks. For more information about the UBC Farm Volunteer Program, please visit [http://ubcfarm.ubc.ca/get-involved/volunteer-program/](http://ubcfarm.ubc.ca/get-involved/volunteer-program/).

WORKING RELATIONSHIPS

Reports to the Volunteer and Outreach Coordinator and the Perennials and Biodiversity Coordinator. Provides seasonal field supervision and instruction to Urban Farmers Volunteer Program participants, and works closely, in a collaborative environment, with other UBC Farm staff.

WORK PERFORMED

Urban Farmers Volunteer Program Responsibilities:

- Work 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 farm.
Field tasks with volunteers include weed management, harvesting, and post-harvest processing.

- Assist the Volunteer and Outreach Coordinator with administrative tasks related to volunteer programming as required.

**Field Work Responsibilities:**

- Assist with 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 and seed crops. It may be possible for the Urban Farmers Volunteer Assistant to take on day-to-day management of a particular crop or field.
- Assist with general farm tasks – compost management, livestock assistance, basic construction, cleaning, etc.
- Assist with post-harvest tasks – washing, sorting, packaging and preparing produce for sale.

**EXERCISING JUDGMENT/IMPACT OF DECISIONS**

The Urban Farmers Volunteer Assistant is a representative of the CSFS at 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 at 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 Volunteer 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 at UBC Farm.

**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 Volunteer 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 at UBC Farm’s mission and vision.
SUPERVISION GIVEN

The Urban Farmers Volunteer Assistant will not supervise any employees, but will provide field supervision to student, community and public volunteers participating in 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.

WORKING CONDITIONS

Work takes place outdoors in the field areas at the UBC Farm. The Urban Farmers Volunteer 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, though the Urban Farmers Volunteer Assistant will be required communicate with other UBC Farm staff to avoid space conflicts. Hours and work location are flexible as long as all scheduled instruction and meeting times are met. When special events or circumstances require, work will be performed after normal business hours.

MINIMUM QUALIFICATIONS AND SKILLS

Experience:

- One growing season in diversified vegetable/fruit 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 at 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.

Additional Eligibility Requirements:

Applicants must:
• be 30 years old or younger at the start of employment, and be unemployed or underemployed,
• be a Canadian citizen or permanent resident,
• have graduated from a post-secondary institution (i.e. university, college or CEGEP), and
• have not participated in other Agriculture and Agri-Food Canada Youth Employment Strategy programs (i.e. Career Focus).

POSITION DETAILS

Start and End Dates: April 1, 2018 to October 31, 2018, with the possibility of a part-time extension in November.

Hours Worked: Full time (35 hours/week, Tuesdays to Saturdays)

Wage: $15.82 - $16.45 per hour (commensurate with experience)

Funding: This position is dependent on funding approvals.

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 Volunteer 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 Wednesday, February 28th, 2018.
• 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.