

JOB POSTINGS



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Land and Food Systems



The Centre for Sustainable Food Systems at UBC Farm Seasonal Positions (Multiple Openings)

The Centre for Sustainable Food Systems (CSFS) at UBC Farm is seeking candidates to join our team for the 2018 growing season. A variety of seasonal positions are available within our Farm Operations, Academic (Teaching and Research), Outreach and Children’s Programs. These positions are targeted at current students who are eligible for the [UBC Work Learn Program](#). Please review the eligibility criteria before submitting your application.

The CSFS at UBC Farm is located on the unceded, ancestral territory of the Musqueam people. It is a 24-hectare teaching, research and community farm at 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 and strives to explore and exemplify how land, food and community are brought together to create healthy and sustainable food systems.

Position Titles, Responsibilities and Details

Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
HOOPHOUSE WORKER 1 position (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 20 hours per week Tuesdays and either Thursdays OR Saturdays 	<ul style="list-style-type: none"> September to October ¹ 7-15 hours per week Tuesdays and either Thursdays OR Saturdays (preferred) 	<ul style="list-style-type: none"> Production tasks associated with hoophouse crops – cultivating, seeding, transplanting, trellising, pruning, irrigating, managing pests, weeding and thinning, harvesting, etc. Data collection tasks – collecting production and harvest data for UBC Farm records. Post-harvest tasks – washing, sorting, packaging and preparing produce for sale. General farm tasks – assisting with other field duties, basic construction, cleaning, etc. as required. 	\$14.25

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Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
WHOLESALE WORKER 1 position (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 20 hours per week Tuesdays, Fridays and possibly Wednesdays and/or Saturdays 	<ul style="list-style-type: none"> September to December, or possibly to April 2019 ¹ Up to 10 hours per week Tuesdays, Fridays and possibly Wednesdays and/or Saturdays 	<ul style="list-style-type: none"> Wholesale customer service tasks – assisting with communicating and liaising with local chefs and wholesale account customers, and receiving weekly produce orders. Wholesale order preparations – harvesting, processing and packing produce orders (ensuring food safety requirements are satisfied, orders are complete and accurate, and high quality control standards are maintained), assisting with delivering orders to wholesale customers, assisting with creating invoices for orders; and collecting and processing payments. General sales tasks – assisting with cashiering at the UBC Farm markets and other sales-related duties as required. 	\$14.25

Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
MARKET SALES WORKER 1 position (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 20 hours per week Tuesday evenings, Wednesdays and/or Saturdays 	<ul style="list-style-type: none"> September to October ¹ Up to 10 hours per week Tuesday evenings, Wednesdays and/or Saturdays 	<ul style="list-style-type: none"> Market preparations – setting up cash register tills (counting initial floats, programming market iPads, setting up check-out stands), calibrating scales, setting up tables and tents, and helping to set up produce and merchandise stands. General cashiering and customer service duties – handling cash, cheque and credit cards payments (via POS terminals – mandatory POS training will be provided), and engaging customers at UBC Farm markets. Market closing procedures – taking down produce stands, signs, check-out stands including cash registers, tables and tents, and counting cash. Data collection tasks – collecting and tracking sales data for UBC Farm records. 	\$14.25

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Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
ACADEMIC PROGRAM WORKER 1 to 2 position(s) (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 20 hours per week Work days depend on the tasks assigned (to be discussed with supervisor) 	<ul style="list-style-type: none"> September to April 2019 ¹ Up to 10 hours per week Work days depend on the tasks assigned (to be discussed with supervisor) 	<ul style="list-style-type: none"> Teaching and research tasks – assisting with the development, implementation, delivery and evaluation of teaching and research activities; responding to academic-related inquiries from students, staff and faculty; supporting and supervising course field activities; leading tours for UBC courses, visiting scholars and the public; collaborating with CSFS and UBC Farm staff to share and promote research and teaching activities through website maintenance/updates, social media platforms, the development of repository tools, and at outreach events. Special projects – providing support and assistance with tasks related to other Academic programs and initiatives, such as Feeding Growth, Sustainability Minor, etc. Data collection tasks – collecting and tracking data regarding teaching and research involvement at/with the CSFS at UBC Farm (including evaluation of student experiences). 	\$14.25

Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
BC SEED TRIAL WORKER 1 position (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 20 hours per week Work days depend on the tasks assigned (to be discussed with supervisor) 	<ul style="list-style-type: none"> September to April 2019 ¹ Up to 10 hours per week Work days depend on the tasks assigned (to be discussed with supervisor) 	<ul style="list-style-type: none"> Assisting with planning (trial layout), cultivating, planting, and harvesting crops grown for this research project at the UBC Farm. Managing weeds and irrigation in research fields. Collecting, tracking and recording observation and field production data in Excel. Assisting with hosting field days, meetings and other events for BC vegetable farmers and for the public (including general note-taking, and taking photos and videos of field activities and events). 	\$14.25

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Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
WEB SOFTWARE PROJECT WORKER 1 position (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 20 hours per week Work days depend on the tasks assigned (to be discussed with supervisor) 	<ul style="list-style-type: none"> September to April 2019 ¹ Up to 10 hours per week Work days depend on the tasks assigned (to be discussed with supervisor) 	<ul style="list-style-type: none"> Assisting with developing the front end user interface for a database to monitor and analyze UBC Farm operations (such as labour, seeds, inputs, crop yields, assets, stocks and sales, financial sustainability, etc.) and other socio-ecological metrics (i.e. ecosystems services, community engagement activities, cultural impacts etc.). Assisting with developing tools for visual displays of farm level data on temporal and spatial trends in inputs, yields, cash flow and environmental and social impact indicators. 	\$14.25

Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
OUTREACH WORKER 1 position (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to August Up to 15 hours per week Variable hours depending on the outreach events schedule. Weekend availability is required. May require evening availability. 	<ul style="list-style-type: none"> September to November ¹ Up to 10 hours per week Variable hours depending on the outreach events schedule. Weekend availability is required. May require evening availability. 	<ul style="list-style-type: none"> Outreach and community engagement tasks – leading community tours of the UBC Farm (i.e. disseminating information about CSFS at UBC Farm academic and community-based programs, initiatives and events); assisting with planning and attending community outreach events around the city (i.e. setting up booth displays, selling merchandise and produce, engaging the general public as a representative of the CSFS at UBC Farm); and assisting with various outreach projects as required. Data collection tasks – assisting with tracking community engagement and outreach-related data for UBC Farm records, assisting with tracking sales at outreach events; and maintaining merchandise inventory. 	\$14.25

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Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
CHILDREN'S PROGRAM WORKER 2 to 4 positions (Work Learn Program Eligibility Required)	<ul style="list-style-type: none"> May to mid-June Variable part-time hours (depending on the FarmWonders Field Trips schedule and the employee's availability) 	<ul style="list-style-type: none"> September to April 2019 ¹ Variable part-time hours (depending on the FarmWonders Field Trips schedule and the employee's availability) 	<ul style="list-style-type: none"> FarmWonders Field Trips – assisting with planning and leading UBC Farm tours for elementary and secondary school students. FarmWonders Summer Day Camp Program – assisting with educating and instructing children (ages 6-11) (including assisting with curriculum planning; developing and leading science-based field experiments, field games and forest walks; supervising children cooking and/or baking in the UBC Farm kitchen; and assisting children with planting and harvesting produce from garden beds). FarmLeaders Camp Program – assisting with the development and implementation of leadership training exercises and activities for youth (ages 12-14) working with the FarmWonders Summer Day Camp participants. Children's Education Garden – assisting with the maintenance of the UBC Farm Children's Education Garden as required. 	\$14.25
	<ul style="list-style-type: none"> Mid-June to end of August 35-40 hours per week Mondays to Fridays 			

¹ Work hours and schedules during these time frames are dependent on funding approvals for these positions, and the employee's performance and Winter 2018/2019 course schedules. Although the work hours and schedules aim to be compatible with the responsibilities of a student returning to school in September, September is also one of the busiest months for many programs at the CSFS at UBC Farm. Preference for some positions may be given to applicants who have more availability during this time.

General Qualifications

Qualifications vary for each position and may include:

- Excellent customer service and communication skills (both written and verbal).
- Self-motivated, highly adaptable, able to identify and prioritize tasks with minimal supervision.
- Strong organizational and computer skills.
- Trustworthy; experience with money handling or cashiering.

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- 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.
- Excellent interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally.
- Good mechanical aptitude, familiarity with farm equipment, and basic construction skills.
- Good group leadership skills.
- Interest in and experience teaching children, particularly in an outdoor education setting.
- Experience with organic farming or gardening.
- Experience working with MS Office (Word, Excel, Access, Outlook, PowerPoint), as well as Google applications.
- Understanding of HTML, CSS, JavaScript (+D3), an interest in geospatial data, and strong visual and creative skills.
- Knowledge of local and organic agricultural production practices and trends.
- Completion of foundation courses in biological or agricultural sciences.
- Familiarity with and commitment to the vision and mission of the Centre for Sustainable Food Systems at UBC Farm.
- Must be in good physical shape. Valid driver's license required for some positions. Access to a cell phone and a personal computer are assets.

How to Apply

Fill out this online [UBC Farm Seasonal Positions 2018 application form](#), attach a single PDF document to the form that contains a cover letter and your resume and click "Submit". Applications will be received until **11:59pm on Sunday, March 25th, 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 UBC students 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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