

# Urban Farming Institute

## Volunteer Coordinator

### Primary Purpose of Position:

UFI organizes farm-volunteer workdays for diverse urban groups throughout Boston, to connect our participants with fresh food, and with the labor and land that sustain us. We inspire folks towards healthy, sustainable lifestyles which promote relationships of respect towards the people and places that produce our food. We work to attract new groups to UFI by coordinating their volunteer experience from start to finish. We lead reflective exercises to enhance the key take aways. We focus primarily on engaging low-income communities, people of color, and youth. We also host key corporate partners for team building exercises through volunteerism.

The **Volunteer Coordinator** will lead the UFI volunteer workdays and is responsible for the outreach, coordination and organization associated with volunteerism at UFI. This is a part-time, seasonal position, 20 hours per week from April – October.

### Essential Functions:

- Match groups to appropriate farm locations; facilitate and oversee work and keep volunteers motivated and cared for
- Ensure all events align with the full UFI calendar.
- Lead reflective educational activities (including pre/post sessions at groups' program sites across Boston)
- Administer a simple impact survey at end of trips, and tabulate data
- Create handouts regarding the volunteer days
- Follow-up with key contacts of the volunteer group to ensure the best outcome for the volunteer day.
- Conduct outreach to community groups to get new audiences excited about farm-volunteering and growing food
- Refer participants to further community engagement/education opportunities, and develop systems to do so
- Work with UFI education coordinator to increase volunteerism within Boston Public Schools
- Create a database of volunteers for all UFI volunteer opportunities
- Plan for future trips to other farm partners

### Non-Essential Functions:

- Attends staff meetings and training sessions.
- Complies with proper paperwork procedures, prompt follow-up communications and organizational policies.

### Requirements and Qualifications:

- Experience as an educator, with in the areas of social and/or environmental contexts strongly preferred.
- Experience growing food, and an understanding of the urban agriculture movement and food justice strongly preferred.

- Prefer candidates who own or have easy access to a vehicle which can be used for transporting yourself and other staff members to farm sites.
- Comfort and experience working with the diverse communities of Boston (families, low-income communities, people of color, youth, seniors, people re-entering the workforce).
- Comfort with computer/web applications – especially Microsoft Office.
- Capable of working independently and as the member of the UFI team.
- Must be organized, have attention to detail and be a self starter.
- Strong written and verbal communication skills required.

#### **Physical Requirements:**

This position will require both sitting for periods of time and walking/standing for periods of time. Requires possible outside work in various weather conditions.

#### **Internal and External Contacts:**

- Interfaces regularly with general employee population.
- Interfaces regularly with farm visitors, trainees and UFI staff.

#### **Reporting Structure:**

Reports to President and CEO.

#### **For HR Use Only**

**Status:** Part-time

**EEOC Job Category:** Administrative Support

**FLSA Category:** Non-exempt      **Date Created/Revised:** 9/8/2022

**Pay Rate:** \$20/hr

#### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.