



Davis Farm to School Program Coordinator

Position Description

Davis Farm to School (DF2S) is a project of **Davis Farmers Market Alliance (DFMA) 501(c)3** nonprofit organization. The mission of Davis Farm to School is to create an educational and cultural environment in our schools that connects food choices with personal health, community, farms and the land. Founded in 2000, Davis Farm to School partners with and supports Davis Joint Unified School District (DJUSD) in the goals of providing farm and garden-based education, increasing farm fresh foods in school meals, and reducing solid waste through recycling and composting programs.

Skills and Qualifications:

- Passion for farm to school principles and practices and a willingness to promote the goals of Davis Farm to School (www.davisfarmtoschool.org).
- Strong organizational skills to maintain program timelines and overall viability.
- Strong written and oral communication skills.
- Ability to maintain a professional relationship with district personnel, teachers, parents, students, and the general public, and to promote the farm to school program in a positive manner.
- Knowledge of and access to a computer to facilitate email communication with staff and program support (Word, Excel minimum).
- Highly desirable is knowledge of and experience with social media platforms such as Facebook, Instagram, Twitter, websites, etc.
- Recommended, but not required: Experience with gardening methods and grant writing; experience working with youth.

Compensation:

Contractual position; \$25.00 per hour, to be invoiced on an hourly basis up to 20 hours per week.

General description of responsibilities:

DF2S and DJUSD have a Memorandum of Understanding to promote collaborative efforts to support the health and education of all DJUSD students, to teach students about where their food comes from and how it is grown, and to protect the natural environment.

Under the direction of the DF2S Steering Committee and the DFMA Executive Director, the Program Coordinator plays a key role in the management and growth of the DF2S program and our partnership with DJUSD.

Responsibilities are related to **DF2S Goals: #1 Student Nutrition Services; #2 DavisRISE (recycling); #3 School Gardens & Farm Visits; #4 Community Outreach & Fundraising; and DF2S Ongoing Administration.**

Davis Farm to School Ongoing Administrative Duties

- Coordinate Davis Farm to School committee monthly meetings with DF2S Steering Committee; create agendas, take minutes and keep records of meetings; send agenda and minutes to committee and others.
- Monitor budget and prepare budget for presentation at Steering Committee meetings.
- Maintain office calendar to coordinate work flow and meetings.

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- Coordinate tri-annual meetings of DJUSD Garden Coordinators and DavisRISE Leaders (“TEAM” Meetings), held in February, May, and October.
- Act as DF2S representative and liaison for DF2S events and meetings with the school district and other organizations.
- Recruit and maintain volunteer base for ongoing programmatic activities and/or specific events such as Hoes Down (October), Tour de Cluck (May), and Village Feast (August) where applicable.
- Research and monitor grant and professional education opportunities for DF2S and volunteers; distribute such information to appropriate program and/or DFMA administrative representatives.
- Create and modify documents such as invoices, reports, and letters using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office Suite; use client relationship management and other software.
- Address communication for the smooth running of programs and events.
- Provide website and general office support.

Specific responsibilities related to:

Goal #1: Student Nutrition

Work with DJUSD Student Nutrition Services (SNS) Director to promote the use of farm fresh food as part of school meals. Meet with Director to determine most appropriate ways Davis Farm to School can support SNS in meeting these mutual goals.

Goal #2: Recycling (DavisRISE)

Maintain communication with the DavisRISE district Coordinator, and with DJUSD’s Director of Maintenance & Operations to assist with coordination among on-site and district personnel.

- Schedule and conduct school garden “Walk-Abouts” with DJUSD maintenance and operations staff in odd-numbered years.
- With Steering Committee, coordinate annual GROW and Outstanding Custodial Awards.

Goal #3: Gardens and Farm Visits

Gardens: Support school gardens by maintaining ongoing communication with site garden coordinators. Assist with sustainability by offering resources, acting as liaison between garden coordinators and the district when necessary, and organizing meetings for coordinators.

- Administer Davis PTA matching grant program.
- Distribute/collect end-of-year surveys from all garden and DavisRISE coordinators. Analyze data and write end-of-year report.

Farm Visits: Coordinate, implement, and administer the Farm Visit program for 2nd grade students. Coordinate with teachers, farmers, and school district staff to schedule visits. Arrange pre-visit classroom presentations. Conduct follow-up evaluations.

Goal #4: Community Outreach & Events

Coordinate outreach and educational events at the Davis Farmers Market, Hoes Down, Tour de Cluck and others as appropriate and with assistance of the Steering Committee.

- Create ongoing collaboration opportunities with local businesses and organizations.