

Assistant Crew Leader Job Description, 2023

Status: Seasonal, part-time

Hours and Schedule: 28 hours per week, Monday through Friday

Start and End Dates: May 30th through July 21st

Compensation: \$12.50/hour

Supervisor: Program Coordinator



Organization Overview: Project GROWS (PG) is a 501(c)3 nonprofit educational farm with a mission to improve the overall health of children and youth in Staunton, Waynesboro, and Augusta County, Virginia. We cultivate health by connecting children to nutritious food through hands-on, garden-based education and access to healthy local food.

Position Description: The Youth Leaders in Agriculture program engages high school students in mentorship, leadership development, and hands-on learning about farming, food and environmental education, and the food system. Building a more just food system with youth leaders at the center is crucial to addressing economic and cultural inequalities for all students, their families, and our communities at large. Assistant Crew Leaders are youth who have successfully completed one YLA summer and are ready to take the next step to learn more about farming methods, leadership, and community and personal health.

Responsibilities

FARM TASKS: ACLs will directly assist with all aspects of vegetable production at the farm including: bed preparation, soil amending, planting, harvesting, weeding, mulching, pest management, and post-harvest handling. In addition, ACLs will:

- Lead groups of Youth Leaders and volunteers to complete farm tasks; help others manage their time and work more efficiently during farm tasks
- Stay positive and encourage others even when completing a challenging farm task
- Serve as a role model for behavior, work ethic, farm rules, food safety and farm safety, PG values, care for others, and self-care

LEADERSHIP DEVELOPMENT: ACLs will participate in all weekly workshops, lessons, and team-building activities. In addition, ACLs will:

- Serve as peer leaders for Youth Leaders; lead farm tours for guests, etc.
- Be a role model during group discussions (e.g., listening, taking notes, offering suggestions, asking questions, making space for others to participate, etc.)

PERSONAL AND COMMUNITY HEALTH: ACLs will explore the food system, participate in field trips to farms and markets, and practice cooking healthy recipes. In addition, ACLs will:

- Explore other aspects of Project GROWS (serve as a camp counselor, shadow the food access team, etc.)
- Lead cooking and gardening activities for Youth Leaders and younger students
- Meet with supervisors to provide feedback on and evaluate the YLA program and offer suggestions for Project GROWS' community food systems work from a youth perspective

JOB SKILLS & CAREER EXPLORATION: YLA is also designed to help students prepare for their next job after Project GROWS and includes a resume-writing workshop, mock interviews, and networking opportunities with other local farms, community food systems organizations, and nature and conservation nonprofits.

Two Job Locations: *NEW THIS YEAR*

- ❖ Youth Leaders will work at the Project GROWS farm on **Mondays, Tuesdays, Wednesdays, and Fridays** (608 Berry Farm Road, Staunton, VA 24401).
- ❖ Youth Leaders will work at the Waynesboro Education Farm on **Thursdays** (Berkeley Glenn Elementary School, 1020 Jefferson Ave Waynesboro, VA 22980)
- ❖ Fridays may involve an off-site field trip in the Staunton, Waynesboro, Augusta County area.

Assistant Crew Leader Tentative Weekly Schedule

Daily schedule includes a 30-minute unpaid lunch (except for Monday) and regular water breaks.

Monday	Tuesday	Wednesday	Thursday	Friday
At Project GROWS Farm	At Project GROWS Farm	At Project GROWS Farm	At Waynesboro Education Farm	At Project GROWS Farm *Possible off-site field trip*
7:30-11:30	7:30-2:00	7:30-2:00	7:30-2:00	8:00-1:30

Requirements:

- Must have completed one successful summer of Youth Leaders in Agriculture.
- A willingness to work hard and try new things is very important. Applicants must possess a strong work ethic, be willing to learn, work efficiently, and follow direction. Ability to work independently and collaboratively as a key part of the Youth Leaders in Agriculture crew. Applicants must be comfortable working outside, including during hot, cold, and rainy weather.
- Must be at least **17 years of age** by the start date of job. Must be attending, or have recently graduated from, a high school in Staunton, Waynesboro, or Augusta County.
- Candidates must make a commitment to the entire date range.
- Reliable transportation; cell phone and email communication
- If hired, employees must comply with random drug screening.

Days Off: June 2nd, June 19th (Juneteenth), July 3rd, and July 4th (Independence Day).

Compensation:

This is a part-time, seasonal 28 hours per week position starting May 30 and ending July 21. Candidates must make a commitment to the entire 8 weeks. Salary is \$12.50 per hour. Additional hours beyond July 21 may be possible for students who are interested (if hired, ask your supervisor!). All employees are protected by PG's workers' compensation insurance policy while employed at PG. This covers injury or illness resulting from legitimate work activities.

Applications are due April 28th at 5pm. To access our online application, visit www.projectgrows.org.

Employees are required to promptly report any on-the-job injury to the Executive Director immediately.

Transportation:

Students will need to provide their own transportation to and from the work site every day. One work site is in Staunton and the other is in Waynesboro. Please read the Job Locations section on page 1.

How to apply: Fill out our application online at www.projectgrows.org. Applications are due April 28th at 5pm.

Project GROWS is committed to inclusion, trust, respect, and a collaborative work life. We are committed to being rooted in and of our communities where we serve. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

Mailing Address: PO Box 781, Staunton, VA 24402 | Farm Address: 608 Berry Farm Road, Staunton, VA 24401
EIN (Taxpayer ID) 46-1070735
www.projectgrows.org