

<b>JOB DESCRIPTION</b>	
Position Title	Wimberly's Roots Garden Coordinator
Reports to	Food and Nutrition Services Manager
Revised	July 2020

## **POSITION OVERVIEW**

The Wimberly's Roots Garden Coordinator will manage the Wimberly's Roots Community Farm as well as assisting and collaborating with other garden related programs, activities, and spaces at the Wimberly Center, a community space located in the USDA designated low-income and low-access Glenwood Neighborhood in Winder, Georgia. Wimberly's Roots is a non-profit organization that fights food insecurity in Barrow County by increasing the availability of and access to fresh nutritious food in Winder and Barrow County at large. The Wimberly's Roots Community Farm was established in 2018 and has produced over 10,000 pounds of produce utilizing organic production methods. Wimberly's Roots other programming and activities include the Wimberly's Roots Community Café (a pay-what-you-can model) as well as educational programming on nutrition, gardening, and the culinary arts for local youth and adults. The produce produced at the Wimberly's Roots Community Farm is utilized in these educational programs, the Wimberly's Roots Community Café, donated to local emergency food programs, as well as being sold at the Barrow County Farmers Market and reduced cost pop-up farm stands.

## **DUTIES AND RESPONSIBILITIES**

- Direct all aspects of the planning and management related to the Wimberly's Roots Community Farm. This includes such duties and responsibilities as crop planning, soil fertility management, weed and pest management, disease management, seed starting, planting, harvesting, market preparation, produce transport, sales and record keeping, infrastructure development, standard operating procedure development, Community Farm budget management, as well as supply and equipment procurement and maintenance.
- Oversee and facilitate Community Farm-based programming such as interns/apprenticeships, work-based learning, weekly volunteer days. This includes all associated record keeping and data collection on volunteers' hours and data related to grant reporting needs in collaboration with Wimberly Center AmeriCorps VISTAs.
- Operate and oversee the sale of farm produce through established market outlets while seeking to developing new ones. This will include some weekend work to participate in the Barrow County Farmers Market as well as training and supervision of market and farm stand volunteers and interns/apprentices.
- Collaborate with other Wimberly's Roots staff and the Wimberly Center's AmeriCorps VISTAs to promote the Community Farm, produce sales, the Community Café, educational programming, and special events through community engagement, social media, and the Wimberly's Roots' website. This will include occasional creation of video content, social media posts, flyers, etc.



- Innovate new ways to improve access to Community Farm produce for food insecure individuals in the community.
- Facilitate occasional gardening workshops, programs, and volunteer trainings in collaboration with Wimberly's Roots Staff, the Winder Housing Authority, and other Wimberly Center organizations and staff.
- Organize an annual community event such as the Wimberly's Roots Annual Seed Swap.
- Seek creative partnerships and opportunities for collaboration with other community groups internal and external to Wimberly's Roots and the Wimberly Center such as the Winder Housing Authority, Barrow County Farmers Market, the Barrow County Farm to School Boosters, Barrow County Extension, and Barrow County School System's agricultural programs.

## **REQUIREMENTS**

- Have at least two years of experience working on a farm, urban farm, or community garden in a leadership role, a degree/certificate in an agricultural field, or have a strong background in agriculture and/or gardening.
- Be willing to work flexible hours and weekends to facilitate management of farmers market booth.
- Have strong communication skills—written, verbal, and in one-on-one interactions—and be comfortable working in/with groups.
- Be an outgoing self-starter willing to develop and act on creative opportunities to facilitate ongoing development of the Wimberly Center Community Farm.
- Be highly organized, able to work independently, and exercise sound judgment given creative latitude in farm management.
- Be able to perform physical work required for farming and gardening.
- Possess a valid driver's license.

## **MINIMUM QUALIFICATIONS REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the essential job functions, the following minimum qualifications or standards are required:

- Language Skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

- Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills – To perform this job successfully, an individual should have working knowledge of Microsoft Office software, particularly Outlook, Word, and Excel. General knowledge of Scott Accounting software is preferred.
- Physical Demands – The physical demands described here 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.
  - While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
  - The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
  - The noise level in the work environment is usually moderate.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design – Generates creative solutions; Demonstrates attention to detail.
- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

- Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication – Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Change Management – Communicates changes effectively.
- Teamwork – Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics – Treats people with respect; Keeps commitments; Works with integrity and ethically. Upholds organizational values.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values;
- Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Quantity – Completes work in timely manner; Works quickly.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative – Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### **SPECIAL REQUIREMENTS**

1. Ability to be covered under the Authority's liability policy.
2. Able to be covered under the Authority's fidelity bond.
3. Must possess and maintain a valid driver's license, proof of personal auto insurance and a driver's record acceptable to the Authority's insurance carrier.

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

I have received a copy of my job description and understand I am responsible for ensuring that I am able to perform the functions assigned to me in a safe manner according to all laws, agency rules, policies and procedures.

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Employee Signature

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Date

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WHA Representative Signature

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Date