



Civic Works Production Assistant at Great Kids Farm AmeriCorps Term September 2017 – August 2018

Civic Works strengthens Baltimore's communities through education, skills development, and community service.

Great Kids Farm engages Baltimore City Public Schools students at all grade levels to support classroom learning, participate in every aspect of food preparation, and prepare students for success in 21st century colleges and careers. Operated by Baltimore City Public Schools, the 33 acre farm property is a living laboratory that enhances lessons in environmental science, sustainable agriculture, nutrition, and healthy living. Great Kids Farm is a diverse GAP certified operation primarily growing fresh vegetables for school cafeterias, in addition we are raising laying hens, establishing an abundant orchard, expanding our compost program, and caring for a few friendly goats. We are pleased to announce that we are looking to fill a full-time year-long AmeriCorps Production Assistant Position.

General Responsibilities:

Under supervision of the Farm Manager, the Production Assistant will play a critical role in maintaining the farms daily operations. Serving alongside a small dedicated staff, the Production Assistant will gain experience in a variety of roles throughout their service year in addition to fulfilling the primary responsibilities of the position.

Primary Responsibilities:

- Assist with all aspects of farm production: composting, soil preparation, planting, weeding, pest management, harvesting, and animal husbandry.
- Assist with campus maintenance and beautification: grass cutting, trimming/edging, landscaping, mulching, equipment upkeep, fencing, snow removal, leaf collection, trash pickup, and minor repairs.
- Lead volunteers and service groups on farm production and campus maintenance projects.
- Supervise high school age interns to complete tasks on farm as part of their service based learning education.
- Support educational programming as needed: setting up for school visits and leading school groups.

Hours:

The Production Assistant will serve 40 hours a week Monday through Friday with occasional weekend duties.

Desired Skills & Abilities:

- Ability and willingness to perform physical labor in all weather conditions for up to the duration of a workday.
- Must be able to lift 40 pounds.
- Prior experience with basic lawn and garden tools including: lawn mower (riding and push), weed whacker/trimmer, hand tools (hoes, shovels, rakes)
- Knowledge or strong interest in sustainable agriculture, horticulture, food systems, and/or environmental studies.
- Ability to serve with and lead adults and K-12 students.
- Self-motivated and able to perform tasks well independently.
- Prior farm experience (at least 3 months) and knowledge of farm machinery is preferred but not required.



Position Terms:

This position is a 1700-hour Civic Works AmeriCorps position which includes a \$680 biweekly stipend, skills training, professional development, and a \$5,815.00 education award upon successful completion of service. The Production Assistant will gain experience in sustainable agriculture on an MDA GAP certified farm, leading volunteers as well as service groups, environmental K-12 education, and gain knowledge of the workings of a City Schools District and Non-profit Organization. Great Kids Farm and Civic Works will support and encourage opportunities for professional development during the service term.

In order to be a Civic Works AmeriCorps member, you must be: at least 17 years old; a U.S. Citizen, U.S. National, or "lawful permanent resident alien"; and able to pass a drug test and criminal and sex offender background check. You must have a high school diploma or GED, or be actively working towards a diploma or GED.

As an AmeriCorps member you may NOT participate in the following activities:

- Political Advocacy: AmeriCorps members cannot engage in political advocacy. They cannot advocate for legislation or for a political candidate in any way. They cannot conduct voter registration drives or lobby government officials at any level.
- Religious Instruction: AmeriCorps members cannot engage in religious instruction. They cannot conduct religious studies, prayer groups, pastoral counseling, or any other activity promoting or providing information about religion. This does not prohibit AmeriCorps members from participating in nonreligious activities at religious meetings or services.
- Abortion Referrals: AmeriCorps members cannot provide abortion services or referrals for receipt of such services.
- Clerical Service: AmeriCorps members may engage in clerical activities, such as photocopying, stuffing envelopes or answering phones for their own project. They cannot engage in these activities in assisting another person.
- Fund Raising: AmeriCorps members cannot seek in-kind donations and assist with fund raising events, mailings, or other activities, write grants (or portions of grants) or participate in capital fund raising activities or campaigns.
- The list above is a summary, for detailed prohibited activities http://www.americorps.gov/pdf/12_0731_ameriCorps_provisions.pdf.

To apply:

Send a 1) letter of interest and 2) a resume to Matt Dobson at mndobson@bcps.k12.md.us with "Production Assistant" in the subject line. Applications are due no later than September 1, 2017. Interviews will take place beginning in late August. The start date for this position is expected to be on or around September 15, 2017.

Then, visit my.americorps.gov to login and/or create a myAmeriCorps account. Search the listings for "Production Assistant" Complete and submit an application to the listing as well.

If you have any questions about Great Kids Farm or the position, please contact the Great Kids Farm Manager, Matt Dobson, at mndobson@bcps.k12.md.us