



MEMBER POSITION TITLE: Community Farming & Engagement Specialist

HOST SITE: Riverview Gardens, Inc. 1101 S. Oneida Street Appleton WI 54915

OVERVIEW: Riverview Gardens Community Farming & Engagement Specialist will serve the mission and goals of Riverview Gardens, Weight of the Fox Valley and AmeriCorps. Under the guidance of the Director of Development Strategies, the Community Farming & Engagement Specialist will identify educational opportunities and develop wellness programs for program participants, youth, and community volunteers and support volunteer-based community farming initiatives at Riverview Gardens.

DESCRIPTION OF DUTIES:

- **Volunteer Recruitment and Utilization**
 - Recruit, train, and utilize volunteers to support operations on the urban farm and RVG's other social enterprise areas (hydroponics, aquaponics, CARE Team, etc.)
 - Support the volunteer engagement strategy established during the 2018-2019 grant period, such as enhancing RVG's community volunteer base through effective record keeping on volunteer management software (Cervis)
 - Assist in implementation and expansion of youth engagement strategy
 - Create and maintain a safe and enjoyable experience for volunteers throughout social enterprises
 - Complete daily maintenance in volunteer areas, such as cleaning and organizing tools and equipment for volunteer use and collecting group and youth volunteer paperwork and filing.
- **Urban Farming**
 - Assist in operations of the urban farm and determine how to incorporate healthy eating/living messaging for the hundreds of volunteers who serve each year
 - Engage in seasonal farming tasks alongside volunteers and groups – including all stages of growing such as seed starting, planting, weeding, harvesting, etc.
- **Wellness Education Programming**
 - Coordinate and implement wellness education programming focused on physical activity and/or healthy eating habits
 - Coordinate and implement community events promoting health and wellness education (ie: bike or walking tours of the urban farm)
 - Engage with ServiceWorks participants through healthy and social activities with our Directing Ourselves and Others in Responsible Social Activities (DOORS) program.
- **Data Collection**
 - Administer, collect data for health education programming
 - Track health education recipients, volunteers, and survey results
 - Maintain attendance logs for health education recipients and volunteers

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QUALIFICATIONS:

- Foster a positive work environment with program participants and community volunteers
- Possess leadership and group facilitation experience
- Ability to embody ServiceWorks Program Principles with volunteers
- Must be able to communicate with the public and co-workers through two-way verbal communication (speech and listening) and possess strong written and verbal communication skills
- Ability to work independently and as part of a team
- Must be detail-oriented, analytic, and organized
- Possess proficient computer skills
- Must be humble, self-motivated, energetic, mission-driven, professional, and have a positive attitude
- Must be able to travel independently to various locations in Appleton and the Fox Cities
- Able to operate farm equipment (with appropriate training)
- Able to identify and respond to unsafe and unsightly conditions and maintain safety onsite
- Physical requirements:
 - Must be able to work on rough terrain in all weather conditions
 - Must be able to lift 50 lbs
- Passion for health and wellness initiatives
- Background in, associates or bachelors in Communications, Human Services, Environmental Science, Horticulture, Sustainability, Community Health, Health Promotion and Wellness, Health Science. Upper level undergraduates with related experience encourage to apply.
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S

TRAINING: The following training will be provided:

- Volunteer management software (Cervis)
- Microsoft FarmBeats – FarmBeats is a Microsoft developed technology that provides farmers with access to the Microsoft Cloud and AI (artificial intelligence) technologies enabling data-driven decisions to help improve agriculture yield, lower overall costs and reduce the environmental impact of agriculture production
- Farm Equipment
- Safety training
- AmeriCorps Program will offer addition opportunities for professional development including conflict resolution, citizenship, and volunteer management trainings.

OTHER INFORMATION:

- **Member Term of Service:**
 - WOTFV AmeriCorps Program year of service runs from May 11th – August 31st, 2020
- **Time requirements**
 - Members will serve anywhere from 28-38 hours/week during the service year, for a total of 450 hours.

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- **Benefits**

- Members will receive a living allowance while serving, which is paid on the 15th and last day of each month.
- Members will receive a gross living allowance of: \$437.25 per pay period.
- Upon successful completion of hourly requirement described in Time Requirements, members will be eligible to receive Segal Education Award worth \$1,612.43.
- Forbearance on qualified student loans while serving and interest accrual payments.
- Community lunch every Wednesday at Riverview Gardens.

CONTACT INFORMATION AND APPLICATION DUE DATE:

- Kate Stel, Riverview Gardens Volunteer Coordinator: 920-378-8527, email kstel@riverviewgardens.org (email submission preferred) or mail or in-person delivery to: Riverview Gardens Attn. Kate Stel, 1101 S Oneida Street, Appleton, WI, 54915
- **Please submit application materials to Kate Stel by 4PM Friday, April 3, 2020**

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