



## FARM & GARDENS MANAGER

<b>Department</b>	Farm & Gardens	<b>Wage Range</b>	\$26-\$32
<b>Supervisor</b>	Outreach and Programs Director	<b>Status</b>	Regular, Full-time, Non-Exempt
<b>Revised</b>	February 2025	<b>Location</b>	Tacoma, WA

**General:** The Farm & Gardens Manager provides vision and direction for L’Arche Farm & Gardens while holding overall responsibility for management of the program. This position also oversees recruitment, orientation, training and retention of Farm team members. The Farm Manager is responsible for facilitating and building relationships with staff, farm core members, customers, volunteers and visitors at L’Arche Farm and Gardens. Guided by the Mission and Charter of L’Arche, the Farm Manager works with the Farm & Gardens team to provide quality products, opportunities, experiences and engagement across all areas in which the Farm participates.

**Program Scope and Location:** The Farm Manager works with the Outreach and Programs Director, providing specific oversight of the L’Arche Farm & Gardens program. The Farm & Gardens (F&G) main site is located in Pierce County, south of Tacoma, WA. Daily activities occur onsite with operations extending offsite at various farmers markets and events throughout the County. The F&G team works to ensure all participants in the Farm experience, including workers, volunteers, customers and service learning groups, live out the mission of L’Arche Farm & Gardens while creating plant products that are of high quality.

The F&G team includes the Farm Manager (FM), People Coordinator (PC), Plant Specialist (PS), Jesuit Volunteer and seasonal support. The team also includes participants in our supported employment programs along with members of the Outreach and Programs team while onsite at the Farm. L’Arche Farm and Gardens is a part of the Outreach and Programs department at L’Arche that connects and welcomes those outside our community into sharing the mission of L’Arche.

**Direct Reports:** People Coordinator, seasonal Plant Specialist, Farm Core Members

**Farm Responsibilities – 45%**

- Develop and manage crop plans and schedules, including activities, products, people and plants, runs CSA program and harvest schedule
- Oversee natural and material resources necessary for planned products and events
- Assist with Farm marketing
- Maintain and build relationships with partner organizations, especially farmers markets and schools
- Coordinating on and off-site markets and sales
- Point person and oversee partnership with Hibernia School and InVia German volunteers
- Lead volunteer groups in doing farming tasks

### **Administrative Responsibilities – 30%**

- Plan and monitor budget and resources for all aspects of the Farm & Gardens program
- Oversee, support and perform all maintenance for site, facilities and equipment
- Create, train, and support the follow through and adherence for all policies and operational procedures
- Support execution of all required F&G documentation
- Ensure all money management procedures are being followed
- Attend planning meetings, Director Circle periodically and other Pierce County meetings.

### **Core Member Supervision – 10%**

- Works alongside core members on the farm in the team, mentor GSE model
- Hire and supervise Core Member Farmers including training, clarification of role responsibilities, regular supervision meetings.
- Review and demonstrate seasonal jobs, provide set up support, flexible alternatives to tasks, and any extra support needed for a given task
- Provide input as needed to job support for annual job performance reviews and assessments
- Ensure adherence to all policies and procedures in the Farmer Core Member Handbook / Manual
- Respond to emergencies and critical events involving Core Member Farmers

### **Farm Staff Supervision – 10%**

- Hire and supervise farm staff including scheduling, training, performance management regular supervision meetings.
- Supervise and provide functional accompaniment check-ins with People Coordinator and Plant Specialist
- Develop agendas and facilitate team meetings
- Create and organize Orientation and Onboarding materials for new staff
- Track and update trainings and certifications for all Farm staff, includes GSE participants' beginning of the year paperwork
- Monitor Farm Staff to ensure Farmer Core Members are receiving needed support

### **Executive Leadership Responsibilities – 5%**

- Solicit and listen to feedback from core members and staff, to inform policy development and implementation
- With the other Executive Leaders, foster an understanding on the Farm of L'Arche Spirituality
- With the other Executive Leaders, help vision, schedule, plan and carry out community-wise celebrations and spiritual tradition
- Alongside other Executive Leaders, make sure the mission, charter and mandate are being lived out by our community practices

### **Minimum Qualifications**

- Verbal and written fluency in English
- Two years of work experience with people with intellectual disabilities
- Basic knowledge of growing methodologies around greenhouse and field management
- Comfortable speaking and engaging with large groups
- Basic knowledge of common email applications and competent in Microsoft Office software programs
- Must possess and maintain a valid driver's license. Must be capable of driving LTH vehicles and other people.
- Moderate computer skills including logging on to systems, ability to communicate by email, ability to

compose documents, enter database information and download forms

- Ability to pass fingerprint background check
- Ability to pass 2-step TB test or demonstrate appropriate therapies

**Trainings/Certifications Required (can be completed after hire)**

- Trainings required by the Pierce County Community Connections contract
- Direct Support Professional 101 course or similar support models
- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handler's Certificate

**Equity and Inclusion**

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency.

**Community Expectations**

- Model Cooperative Communication and foster cooperative relationships
- Commit to the mission and philosophy of L'Arche, including the Pillars of L'Arche Spirituality
- Show flexibility and responsiveness to core member needs
- Ensure that the LTH community enjoys a vibrant community life through visioning, planning and collaborating with leaders and staff
- Foster a spirit of teamwork within the community

**Physical Requirements** - Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Regularly required to be performing duties outside an office
- Must have the ability to move swiftly in and out of spaces and the ability to lift, push, pull and support heavy objects and other items
- Regularly required to work outside in hot and cold weather
- Ability to perform lifts and transfers up to 50 pounds, with training
- Bending squatting to assist core members in activities of daily living

Some remote work possible; the majority of time will be spent onsite

**Wages and Benefits**

Forty (40) hours per week position. Benefits eligible role, including subsidized health insurance, paid sick and vacation, and some dental and vision coverage. Wage dependent on qualifications starts at \$26.00/hour; eligible for experience and merit increases.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_