



AmeriCorps Project Conserve 2017 – 2018 Service Description



AmeriCorps Position Title: Farm and Consumer Outreach Specialist
Host Site: Polk County Office of Agricultural Economic Development
Service Term: September 1, 2017 – July 31, 2018

Supervisor Name: Dawn Jordan
Supervisor Title: Director
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Host Site Mission Statement:

The purpose of the Agricultural Economic Development Office is to encourage, support and maintain growing agricultural enterprises in Polk County, NC.

Summary of Position:

Work with Farmers and Agricultural producers to enhance and promote sustainable farming practices, develop consumer awareness strategies and engage the community to support a strong agricultural land use model for future generations. Member will oversee a monthly Friends of Agriculture Breakfast, assist with annual Farm Tour and other community education events as scheduled throughout the year. Member will also plan and coordinate educational workshops/trainings for producers as interest is gauged or new methods of sustainable practices are introduced. Conducting Farmer and Consumer surveys will also encompass a portion of the member's responsibility.

Qualifications – Knowledge, Skills, and Abilities:

- Reasonably proficient in Word and Excel
- Good communicator and comfortable with leading volunteers and carrying existing programs forward.
- Be able to lift 50 lbs
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

Monday-Friday 9 am- 4:30 pm with weekend flexibility as events are scheduled.

Position Responsibilities and Duties

Conservation Education: 90%

- Oversee Educational Friends of Agriculture Breakfast (secure topic appropriate speakers, plan locally sourced food items, track attendance)
- Other educational workshops and trainings as set out at Annual Planning workshop
- Continue the work and implementation of a Farmer Survey to assess current and ongoing needs. This will include farm visits and personal farmer interviews.
- Conduct community programs including educational presentations at the local public libraries, senior centers, afterschool care program and at all County schools.
- Increase landowners' awareness of farm conservation programs available by conducting informal surveys as to landowner knowledge and strategize ways to effectively increase knowledge. This may include free community awareness events, and/or collaborating with other community agencies to provide workshops to increase knowledge and awareness.
- Maintain and offer education at demonstration gardens in various neighborhoods and community services centers that highlight conservation practices of edible landscapes

Volunteer Infrastructure Program (VIP): 10%

- Manage and maintain volunteer program
- Engage new volunteers
- Train volunteers

Additional Comments

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to three overnight stays.

Essential Functions

- Using computer software and online programs for conservation-based education and outreach initiatives including social networking, written articles and press releases.
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc.).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities..
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data.

Equipment/Software Used: WORD/EXCEL

Physical Demands: Be able to lift 50lbs

Transportation Needs: Must have reliable transportation and valid DL

Setting / Location of Service Activities: Office and in the Field work flexibility. Member will have a desk, computer, office supplies. Office is shared with other AmeriCorps member(s). Access to community break room and parking.