



Baton Roots

Community Farm at Howell Park

Program Coordinator of Operations

Key Skills	Passion for sustainable farming practices, serving others, community & youth development; critical thinking, problem-solving, execution, organization, attention to detail, leadership, clear spoken and written communication, active listening
Work Environment	Baton Roots Community Farm, working through various weather conditions
Hours/Pay	40 hours per week; \$2,500 per month

Job Description

Program Coordinator of Operations at Baton Roots Community Farm

The Walls Project (TWP) is a community reactivation organization stimulating Louisiana's economy. Since 2012, TWP has generated over one million dollars in economic resurgence through programs engaging people of all ages to CREATE public and hands-on arts experiences, CULTIVATE design and technology industry training programs, and REACTIVATE miles of city blocks through monumental collective volunteerism.

You will work with like-minded and passionate individuals, with a leadership team that will help push your greatness to the next level. While we work tirelessly, we equally adhere to self-care and reflection. At Walls, everyone has a seat at the table. No voice or concern is too small, we encourage everyone to speak up!

Duties and Responsibilities

- Provides administrative support in the development, implementation, and marketing of program/project function.
- Assists in coordination of schedule & activities of staff, and/or volunteers engaged in the implementation and administration of program objectives.
- Track and record staff shifts to verify the accuracy of incoming invoices and billing.
- May develop or participate in the development of funding proposals for the program.
- Assists in the development of course catalogs, training manuals, newsletters, and/or brochures, as appropriate to the program with the marketing team's guidance.



Baton Roots

Community Farm at Howell Park

- May perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol.
- Supervise and train lower-level staff, student employees, volunteers, and/or interns, as appropriate.
- Plans events in relation to recruitment and end of year ceremonies.
- Recruits and enrolls new students into the program
- Routinely communicates with Hustle & Grow trainees and guardians
- Tracks trainee attendance and ensures student retention
- Tracks and manages relationships with trainee graduates
- Plans and facilitates Trainee & Guardian Orientation(s)
- Fosters and maintains relationships/partnerships with schools and other community organizations for recruitment purposes
- Keeps updated records and creates reports or proposals as assigned by Senior Program Coordinator
- Trains and evaluates new program site coordinators/instructors
- Supervises and mentors instructors in the satisfactory delivery of Hustle & Grow curriculum
- Recruits and communicates with volunteers for all Baton Roots programming
- Maintain organized and compliant records of students, parents, and staff.
- Assist in all aspects of farm production at Baton Roots Community Farm and all satellite sites
- Other duties as assigned by Senior Program Coordinator

Regular Community Farm and Garden Tasks:

- Weeding
- Watering/Managing Irrigation
- Seeding/Transplanting
- Post-harvest handling
- Interpreting crop plans
- Composting
- Integrated Pest Management
- Creating harvest lists
- Managing produce pick-ups/deliveries
- Maintaining greenhouses/hoophouses/low tunnels
- Keeping detailed logs and records



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Required Knowledge, Skills, and Abilities:

- Must be able to work outside in various weather conditions (extreme heat, extreme cold)
- Must be able to work well with teenagers and volunteers
- General horticulture knowledge and interest
- Must be able to lift over 25 lbs
- Must have access to a reliable vehicle (pick-ups/SUV's are highly useful)
- Access to a computer or laptop
- General knowledge of Microsoft Office suite (Excel, Word, Powerpoint) or Google equivalent
- Experience supervising and managing people