



Building Healthier
Communities

**2031 Hospital Drive
Sedro Woolley, WA 98284**

FARM TO SCHOOL PROGRAM ASSISTANT

Pay Rate: \$16.28 per hour

Program Dates: June 25 thru August 16, 2024

Position Opens: March 18, 2024

Posting Closes: April 12, 2024

Job Overview:

The Farm to School Program Assistant will be working closely with the Farm to School Program Coordinators, spending 15-20 hours a week assisting in ongoing F2S operations, including greenhouse and garden maintenance, harvesting produce and cut flowers for school cafeteria and sale, field trips to local farms, and summer programming, and 3 hours a week in group job skills learning sessions. Program Assistants will leave this position with a certificate of completion, a resume, and interview skills as well as training on workplace soft skills, such as conflict management, communication, and etiquette. In addition, Program Assistants will also assist with Concrete Saturday Markets or Sedro-Woolley Farmers Markets and the Concrete Farm to School fundraiser open house, dates to be determined. Program Assistants will be employed by United General District 304 to work primarily with the Concrete Farm to School or Sedro-Woolley Farm to School program and other programs as needed.

Responsibilities and Duties:

- Plant, weed, water, harvest, and maintain Concrete or Sedro-Woolley school garden and greenhouse with Farm to School program staff and volunteers.
- Assist with cut flower donor shares and making bouquets for the Concrete Saturday Market.
- Tend and harvest garden produce for school cafeteria and farmer's market.
- Attend local markets and other events to promote the programs in the community.
- Attend local farm field trips and work on a team to accomplish needed tasks such as weeding, harvesting, and planting.
- Facilitate garden activities for summer youth program participants.
- Actively participate in and be prepared for weekly group job skills learning sessions.
- Other duties that help drive our mission and abide by our organization's core values.

Qualifications:

- Must be 16 years old and a student at Concrete or Sedro-Woolley High School (includes 2024 graduates).
- No previous job experience necessary.
- Desired characteristics include: Positive attitude, growth mindset, responsibility, proactive communication, and independence.

Work conditions:

Work will occur in a variety of settings, primarily outdoors in rain or shine, in the Farm to School greenhouse, gardens, and classroom. Most work takes place in a team setting.

Physical Requirements:

Employee must be able to lift 50 lbs and use hand tools (shovels, rakes, wheelbarrows). This position does not involve working with power machinery or equipment. Employees will be provided t-shirts to wear as a daily uniform and must wear appropriate work attire and closed toed shoes (no sandals or flip flops).

Tentative work schedule:

Paid two hour group orientation the week of June 17th (date/time to be determined)

Tuesday, Wednesday, Thursday, 9-2:30, June 25-August 16 (5 hr day, ½ hr lunch)

Plus two Saturdays 8am-3pm (6.5 hr day) between July 1 and August 19.

Total of approximately 135 hrs.

Please visit our website www.unitedgeneral.org for a general application form. You can locate the form by clicking on the “Employment Opportunities” link under the “Contact Us” tab on our webpage www.unitedgeneral.org. Return your application to the following:

Email: hr@unitedgeneral.org

We look forward to hearing from you!

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.