

THE CHILDREN'S HOME

DRAFT

Position: Farm and Livestock Manager

Responsible To: Coordinator of Experiential Services

Position Purpose: Provide for all farming and livestock needs at The Children's Home.

Status: Exempt

Qualifications:

1. Working knowledge of all aspects of farming and gardening.
2. Must be skilled in all aspects of properly producing, storing and providing feed for cattle and other livestock.
3. Must exhibit skills and willingness in supervising youth in farm-related jobs and/or activities.
4. Must have business management skills and computer skills.
5. Must have the ability to speak to the public
6. Must have agriculture programming skills
7. Has a valid North Carolina driver's license.
8. Physical adeptness to perform all job duties.
9. Agrees with and adheres to the General Principles and Qualifications, Section #401, in the Personnel Policies of The Children's Home.

Job Responsibilities:

Technical Knowledge

1. Responsible for the daily assessments and care of all farm animals (eg. cattle, horses, goats, sheep, etc.), including placing all animals in appropriate pastures, barns, or lots.
2. Develop and update all documentation on all farm animals. Livestock documentation must identify each animal with history.
3. Support the marketing plan for the farm including livestock, produce, and other revenue producing elements of the farm.
4. Maintenance and upkeep of all pastures, gardens, roads, fences and hayfields.
5. Maintenance and inventory of all farm tractors and equipment including oil changes, greasing equipment, painting equipment. Documentation of all repairs and maintenance.
6. Inventory, secure and maintain all farm tools.
7. Regularly inspect the condition of the barns and buildings and develop a list of needed repairs.
8. Provide farm experiences to clients in all program areas
9. Establish a calendar for all events that will occur throughout the year such as tilling, cutting and baling hay, assessing and reseeding of pastures and hayfields, bush hogging, shots for livestock and other animals, planting, etc.

10. Develop a risk management plan and orientation related to farm activities for clients, volunteers, visitors, etc.
11. Organize the best utilization of volunteers for the farm.
12. Maintain all required signs related to liability or safety.
13. Develop and maintain partnerships with Universities, Agriculture Extensions, and other stakeholders.
14. Attend all required training and assume responsibility for professional development by attending workshops, classes, etc. to improve or learn new skills.

Cultural Awareness

15. Ensure the provision of culturally sensitive services.

Quality Improvement

16. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
17. Develop and maintain a Continuous Quality Improvement Plan for the farm updated at least annually.
18. Ensure compliance with all applicable standards of practice.
19. Actively promote the mission, values and purpose of The Children's Home. Demonstrate adherence to all applicable ethical standards.

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The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature

Date