

Position Description:
Day of Service Coordinator at Great Kids Farm

Host Organization: Friends of Great Kids Farm (www.friendsgkf.org)

Location: Great Kids Farm, 6601 Baltimore National Pike, Catonsville, MD 21228 (easily accessible from the Route 40/Rolling Road UMBC Transit bus)

Contact: Chrissa Carlson: 410-963-2712 OR chrissa@friendsgkf.org

Position start date: August 28, 2015 or as soon as possible

Schedule: 8-10 hours per week, with 6-8 hours per week served at Great Kids Farm (ideally Fridays), and remaining hours fulfilled remotely (primarily responding to emails)

Organization Description: Great Kids Farm ('the Farm') is a 33-acre working educational farm located in Catonsville, owned and operated by Baltimore City Public Schools. The Farm engages pre-K through 12th grade students in experiential education and career training in horticulture, agriculture, nutrition, STEM, and the culinary arts. Friends of Great Kids Farm ('Friends') is a nonprofit partner to the Farm that supports programs and expands program capacity through fundraising, volunteer coordination, and advocacy.

Position Background: Volunteers serve the Farm both as individuals who assist on a regular basis, and as groups who engage in one-time service events to support campus maintenance and improvements. Friends is seeking a Day of Service (DOS) Coordinator to oversee communication, scheduling, project planning, and follow up to all DOS. This position serves the dual purpose of ensuring that volunteer energy is effectively used to accomplish meaningful tasks on the Farm, and providing positive service experiences to visiting DOS groups, encouraging committed support of the Farm. The position will be supervised by Friends' Executive Director and supported by the Volunteer Coordinator.

Core Duties:

- Respond to inquiries for DOS
 - Acquire all relevant information using provided email templates
 - Send DOS background one-pager
- Schedule DOS
 - Schedule around staff availability and send meeting requests
- Be present for Friday farm walk with Farmer
 - Take notes on tasks for upcoming DOS
- Plan projects for DOS
 - Gather tasks from Chef, Educator, Farmer
- Coordinate registration of DOS volunteers with service leader
- Conduct phone call with service leader pre-DOS
- Facilitate DOS (co-lead with Volunteer Coordinator and Friends Executive Director)
 - Gather tools and materials

- Split up groups and oversee volunteers
- Complete post-DOS tasks
 - Thank you letter
 - Provide Volunteer Coordinator with relevant info for database entry

Qualities:

- Excellent written communication and organizational skills
- Confident public speaking abilities in front of small groups (15-30 people)
- Good problem solving and customer service skills
- An interest in the environment, sustainable agriculture, and/or education
- Ability and willingness to perform physical labor for up to the duration of a day
- Positive attitude and flexibility
- Experience working with volunteers highly desirable