

## Job Description

### JOB TITLE

- Farm to School Coordinator

### PURPOSE

Help students develop a relationship with real food through experiential, academic, core curriculum based lessons, which leads to healthy eating as a life skill. Specific areas:

- food systems
- agriculture education
- supporting local food economy
- life skills including cooking and gardening

### JOB SUMMARY

This position is responsible for coordinating food related education with an emphasis on local food in a variety of settings to benefit students as well as educators. This person will play the lead role working with the students, parents, and school personnel of the Red Lodge School District to develop and implement the above purpose.

### REPORTS TO:

The Wellness Committee includes members of Red Lodge Public Schools and Red Lodge Area Food Partnership Council (FPC). The Wellness committee provides a forum for open communication between these groups and the community. Discussions with the Wellness Committee will take place no less than bi-monthly or quarterly during meetings or as the Committee deems appropriate. An individual with FPC will serve as the point person for day-to-day guidance and oversight as approved by the Wellness Committee.

### ESSENTIAL FUNCTIONS:

The specific duties of the Farm to School Coordinator will include but not necessarily be limited to:

#### Harvest of the Month (170 hrs\*)

- Continuation of the Harvest of the Month program as implemented through FoodCorps will continue under the oversight of this position.
- Publicize Harvest of the Month taste tests including newsletter home to parents, posters displayed in school, and letter to teachers.
- Prep voting materials for the taste test
- Coordinate parent volunteers for the monthly taste tests and may frequently attend taste tests themselves
- Responsible for facilitating or teaching nine half hour Harvest of the Month lessons per class per year
- Facilitate local procurement of Harvest of the Month food as needed.

### Education (110 hrs\*)

- Responsible for facilitating or teaching of six half hour lessons per class per year or three full hour lessons per class per year to grades K-5 or as determined is appropriate. These lessons will take place in the classroom and garden and may include professionals (chefs, farmers, master gardeners, etc.) as appropriate.
- These lessons will incorporate science, nutrition, life skills, agriculture and hands-on learning.

Calculation:

K-5 = 6 grades @ 2 classes per grade=12 classes x 3 hrs (prep and class) x 3 per year = 108 hrs.

K-5 = 6 grades @ 2 classes per grade=12 classes x 1.5 hrs (prep and class) x 6 per year = 108 hrs.

### Wellness Committee (40 hrs\*)

- Coordinate with administration, staff, parents and other interested parties for the Wellness Committee. This position will publicize, convene, and facilitate Wellness Committee meetings in compliance with the school Wellness Policy.
- When needed, lead the process of reviewing and revising the Wellness Policy with support from the Wellness Committee
- Print and distribute healthy snack (Smart Snack) guidelines to parents 2-3 times throughout the school year.
- Act as a resource person to school personnel, students, and parent/teacher organizations regarding the various aspects of healthy food education; provide or recommend healthy food education resources for classroom use
- Promote opportunities for staff, students, and families, both inside and outside of school, to learn about healthy eating, local foods, gardening and sustainable food practices.
- Report and present activities of the Wellness Committee to all appropriate stakeholders.

### Youth Garden (170 hrs\*)

- Facilitate communication between users of the Youth Garden (teachers or program leaders) and the Youth Garden committee about tasks to complete with students and harvesting produce.
- Harvest or collect and wash Youth Garden produce for Mountain View Elementary cafeteria as needed.
- Organize groups or users of the garden during time when school is not in session.
- Harvest or collect Youth Garden produce for sale at Farmers' Market or as can be used by other organizations such as Boys and Girls Club.

### It's in the Bag (160 hrs\*)

- Menu Development: Four week cycle menu for breakfast, lunch and dinner for two days including fresh produce and simple preparation instructions.
- Most weeks, include fun food related puzzles, information regarding resources in the community, or healthy eating tips on a budget, etc.
- Food and goods procurement: Goal of ordering shelf stable foods monthly and fresh produce weekly, with an aim to order more locally produced foods.

- Record keeping of foods and products ordered, expenditures and funds received.
- Outreach including speaking engagements to local groups such as the Rotary, Lions and Elks clubs and local churches.
- Fundraising such as Sponsor a Student program where an individual or organization can donate to cover costs for one student for the year. Organize food drives such as a peanut butter drive at local markets and businesses annually. Other fundraising ideas that may be applicable.
- Grant writing, coordination and follow up grant reports as needed.
- Volunteer engagement and coordination to pick up food, pack food, deliver bags to the school, organize pantry and track volunteer hours.
- Gratitude: Thanking funders and volunteers
- Communication/Outreach/Education: Send letters to families in the fall to opt in to the program, send surveys to opt in families and staff at end of year regarding participation in program. Engaging with staff (school secretaries, teachers, administration) throughout the year to determine effectiveness of program and suggestions for improvement.

Misc. (70 hrs\*)

- Work on securing grant funding to support local food initiatives in the schools.
- Work to secure funding for this position.
- Outreach to keep community and community organizations informed about this project.
- Perform other duties as assigned.

***\*Hours listed are approximate and only for reference.***

#### KNOWLEDGE SKILLS & ABILITIES

The qualifications of the Farm to School Coordinator will include but not be limited to:

- Excellent communication and interpersonal skills including with children
- Strong meeting and group facilitation skills
- Strong organizational, critical thinking, and analytic skills
- Experience working in schools
- Experience with gardening
- Successful grant writing and grant reporting experience
- A personal and professional commitment to healthy food
- Willingness to work outside normal business hours, as needed.

#### TERMS OF EMPLOYMENT

- Hourly wage of \$15 per hour and not to exceed 55 hours per month without prior approval.
- This position is reviewed annually, with the possibility for continuation pending funding approval.