

Community Crops Harvest Assistant Position Description

Organizational Overview

A non-profit organization created to help people work together to grow healthy food and live sustainably. The CROPS Growing Farmers Training Program was established as a training ground for immigrant, low-income, and beginning farmers to gain experience in sustainable production and marketing of produce. This program demonstrates a successful produce operation that sells to local farmers' markets, restaurants, grocery stores, and the CROPS Community Supported Agriculture (CSA) program.

Summary

Under the direction of the Volunteer Coordinator, Harvest Assistants will be responsible for helping the CROPS farm staff harvest produce at Sunset Community Farm (4000 W. "F" St.) for the CSA program and Farmer's Market. This person will gain knowledge about how to cultivate and harvest organic vegetables by working at the farm on Monday, Thursday, or Saturday mornings during the growing season.

Responsibilities

- ◆ Harvest fruits and vegetables for CSA and farmers' market
- ◆ Wash, bunch, and pack produce
- ◆ Weed, mulch, and complete other maintenance projects after the harvest is finished

Requirements

- ◆ An interest in learning about operating an organic vegetable farm
- ◆ Ability to read and understand instructions
- ◆ Good communication skills required
- ◆ Ability to work outdoors and perform physical labor
- ◆ Experience working around gardening tools such as shovels and hoes is helpful
- ◆ Experience and knowledge of planting, weeding, and watering plants is helpful
- ◆ A passion for the CROPS program and working outdoors is required
- ◆ Committed to volunteer regularly for at least one month of the growing season (anytime between May and October) for approximately 10-12 hours per month.
- ◆ May volunteer Monday, Thursday, and/or Saturday mornings between the hours of 8:00 am and 1:00 pm (2-4 hours during this time-frame).

Community Crops CSA Assistant Volunteer Position Description

Organizational Overview

A non-profit organization created to help people work together to grow healthy food and live sustainably. The CROPS Growing Farmers Training Program was established as a training ground for immigrant, low-income, and beginning farmers to gain experience in sustainable production and marketing of produce. This program demonstrates a successful produce operation that sells to local farmers' markets, restaurants, and grocery stores.

Summary

Under the direction of the Volunteer Coordinator, the CSA (Community Supported Agriculture) Packing Assistant will work out of the Community CROPS packing and storage facility (close to the CROPS office, 1551 S. 2nd St). This volunteer will assist the CROPS Production Coordinator in packing produce into boxes for disbursement to paid CSA members. This person should be very conscientious about the appearance and condition of the produce. This person will need to be dedicated and reliable to a committed schedule every week.

Responsibilities

- ◆ Assist in cleaning out the boxes that have been returned for refilling
- ◆ Weigh and bunch produce that has been harvested from the farm
- ◆ Wash and inspect produce prior to packing boxes
- ◆ Check to make sure boxes are packed according to specific instructions
- ◆ Help deliver boxes to correct pick-up locations
- ◆ Assist with printing and distribution of CSA newsletters

Requirements

- ◆ An interest in learning about vegetable production and retail
- ◆ Attention to presentation and detail is essential, as this is the final quality check before delivery to customers
- ◆ Must be able to read and understand instructions
- ◆ Good communication skills
- ◆ Ability to lift up to 20 lbs.
- ◆ Ability to work in tight quarters to pack produce
- ◆ Ability to complete work under time constraints
- ◆ Attention to detail and a gentle touch to handle produce
- ◆ Able to stand for 12-3 hours at a time
- ◆ Committed to volunteer for at least one month between May and October from 1:00 to 4:00 pm Monday or Thursday for approximately 12 hours per month.
- ◆ Positions available: 4 (2 Monday, 2 Thursday)

Community Crops Events Planning Committee Position Description

Organizational Overview

A non-profit organization created to help people work together to grow healthy food and live sustainably. Community CROPS is engaged in a variety of projects related to the production and promotion of healthy, sustainable, and locally-grown produce. In addition to helping people grow food at our community gardens and farm, CROPS also hosts a number of events throughout the year to increase knowledge of and enthusiasm for local food in the Lincoln community.

Summary

Under the direction of the Volunteer Coordinator, Events Committee Volunteers will assist in planning major events for the CROPS Program (e.g. Earth Day in April, Plant Sale in May, Garden Gala in June, Fundraiser in August, Farm Walk in September, VegFest in October, and Harvest Celebration in November) and help with staffing on the day of the event. The primary duty of the volunteers will be to meet with CROPS staff to discuss strategies for increasing success and attendance in the weeks leading up to the events.

Responsibilities

- ◆ Meet with CROPS staff once a month to plan and organize upcoming events.
- ◆ Identify the need for volunteers and the duties to be assigned.
- ◆ Assist in promoting the event in the community and with special interest groups.
- ◆ Prior to the event, help solicit donations of food and drink to serve at events.
- ◆ Provide on-site coordination and be a go-to/point person the day of the event.
- ◆ Establish consistent communication to develop and build strong relationships with businesses and donors.

Requirements

- ◆ Previous event planning experience and/or experience volunteering at CROPS events is preferred.
- ◆ Good communication skills
- ◆ Ability to attend Event Committee meetings and help out on the day of special events during the summer and fall

Community Crops Food Net Delivery Volunteer Position Description

Organizational Overview

A non-profit organization created to help people work together to grow healthy food and live sustainably. The CROPS Farm and Community Garden programs were established to help immigrant, low-income, and beginning farmers and gardeners gain experience in growing food to feed themselves, their families, and the community. The farm and gardens produce an abundance of organic fruits and vegetables during the growing season, and help is needed to distribute surplus to those in need in the Lincoln community.

Summary

Under the direction of the Volunteer Coordinator, the Food Net Delivery Volunteer will pick up excess produce from the community garden sites and/or CROPS office and deliver them to the nearest Food Net locations in Lincoln. This person will have the opportunity to select produce for themselves prior to delivery to the Food Net locations.

Responsibilities

- ◆ Communicate with Volunteer Coordinator to determine if there is excess produce to be picked up from the gardens and CROPS office
- ◆ Deliver excess produce to appropriate Food Net locations

Requirements

- ◆ Ability to lift 20-lb. boxes of produce
- ◆ Valid driver's license
- ◆ Reliable vehicle to transport produce
- ◆ Available to pick up produce from the CROPS office on Monday and Thursday evenings during the growing season (May through October)

Community Crops Garden Landscape Assistant Position Description

Organizational Overview

A non-profit organization created to help people work together to grow healthy food and live sustainably. Community CROPS coordinates 16 community gardens throughout Lincoln. Our gardeners come from many different backgrounds and together they beautify our city while growing food for themselves and the community.

Summary

Under the direction of the Volunteer Coordinator, the Garden Landscape Assistant will help manage and develop the landscape and appearance of the community gardens by weeding, mulching, and selecting/caring for annual and perennial flowers, shrubs, and trees to plant around the perimeter of the community gardens. This person's main responsibilities will be focused on beautification of the gardens' borders.

Responsibilities

- ◆ Plant new flowers, shrubs, trees, and other bordering plants for the perimeter of the community gardens
- ◆ Water and weed borders of the gardens
- ◆ Take care of flower beds, distinguish flowers from weeds, and remove weeds

Requirements

- ◆ Master Gardener training (40-hour class) helpful
- ◆ Interest in working with diverse cultures
- ◆ Knowledge of plants and the needed care for them
- ◆ A passion for the CROPS program and working outdoors
- ◆ Committed to volunteer from May through September for 4-10 hours per month. Hours are very flexible: Tend the perimeter beds for 1-2 hours each week whenever your schedule allows.

Community Crops Office Assistant Position Description

Organizational Overview

A non-profit organization created to help people work together to grow healthy food and live sustainably. Community CROPS began with one community garden in 2003, and has since grown to become a successful organization. CROPS now has sixteen community garden sites, a training farm, a successful Community Supported Agriculture program, our own Community CROPS Farmers Market, a regular stand at the Old Cheney Farmers Market, and more.

Summary

Under the direction of the Volunteer Coordinator, the Office Assistant will operate the front desk, including: greeting guests, directing questions, assisting with daily functions such as making copies, answering the phone and taking messages, entering data, mailing letters and other computer-related tasks. The volunteer may also assist with preparation for special events and workshops.

Responsibilities

- ◆ Assist CROPS staff with various office/clerical duties
- ◆ Work on computer-related tasks
- ◆ Answer the phone, direct calls, and take messages
- ◆ Assist staff with keeping the office cleaned and organized
- ◆ Assist staff in record-keeping, mailings, and various organizational projects

Requirements

- ◆ Ability to read and understand instructions
- ◆ Good communication skills
- ◆ Past experience working in a clerical position, with knowledge of Microsoft Office Suite
- ◆ Committed to volunteering on a regular weekly schedule approximately two hours a week with the ability to work longer as needed