

Quiet Valley Living Historical Farm
Job Description

Job Title: Assistant Farm Manager
FLSA: Exempt, Full Time, Year Round
Date: 6/19

Position Function:

Facilitate the development and implementation of a variety of educational and farm programs for adults and children.

Job Relationships:

Supervises: Farm staff

Supervised by: Farm Manager

FUNCTIONS, DUTIES, & RESPONSIBILITIES:

General:

- Participate in supervisory and team meetings.
- Represent Quiet Valley with a positive, respectful, and courteous demeanor with other staff and the public at all times.
- Know and follow appropriate emergency procedures as set forth by Quiet Valley policy.
- Complete work related tasks, not specifically set forth in the job description, as requested by Supervisor.

Farm Tasks

- Routinely inspect farm buildings including spouting, roofs, etc. and report to the Farm Manager and the Building and Grounds committees recommended timetable for maintenance.
- Oversee the care of facilities including making sure bathrooms and buildings are clean and ready for programs
- Ensure a clean, safe and healthy environment is maintained for staff, farm animals and visitors.
- Assist the Farm Manager with animal related tasks including feeding and cleaning, as well as acquiring and administering feed and medicine.
- Assist the Farm Manager and Director of Education in overseeing the care of the gardens, orchard, and natural landscapes of the farm museum.

Staff Training and Development:

- Assist in training all new paid and volunteer interpretive staff, including those involved in the shadow program, stressing the need for historical authenticity in period dress, interpretation and presentation.
- Maintain a list of appropriate tasks for interpretive staff to pursue during slow periods as part of their daily responsibilities. These may be tailored to the individual or farm/garden chores, and should take into account such things as age and gender.

- With management staff, organize, prepare for, and oversee ice harvest, maple sugaring, woodcutting, and spring cleanup days; ensure appropriate tools are ready and available for participants, and that proper safety precautions are taken.

Special Events:

- In coordination with the Farm Manager and Director of Special Events assist in preparing the historic buildings and grounds for special events.
- Work collaboratively with the Director of Special Events to arrange for members to volunteer during special events.
- Assist as needed in planning of Farm Animal Frolic, Harvest Festival, Old Time Christmas, and other special programs and/or events when requested including overseeing the purchase of food supplies and materials.
- Assemble all items need for any special event including set up and clean up, including cleaning and storage along with the Director of Education and Programs.

Education Programs:

- Assign staff to the appropriate area based on their individual skills and knowledge.
- Assist with Home School Spring Program including scheduling and training new participants.

Other:

- Serve as interpretive staff and/or tour guide during the summer tour season; interpret the 19th century farm, gardens, ice house, and animal husbandry to visitors of all ages.
- Wear period correct clothing when working on the historic farm.
- Model exemplary behavior to all interpretive staff.
- Change signs on Rte 209 four times yearly.
- Chair workplace safety committee

Qualifications:

- Minimum education of a Bachelors degree or equivalent experience.
- Experience in educational settings, traditional or non-traditional
- Knowledge of first person interpretation, as well as experience with livestock, basic carpentry, and farm skills are also desirable.

Working Conditions:

The position is 40 hours per week, with some work duties taking place on weekends and holidays. Position includes 2 week vacation. Beginning salary dependent on experience and qualifications. Longer weeks are necessary during event times. Tasks will be performed primarily on the historic farm but with some work taking place in an office setting.

Many physical tasks are required. Must be physically fit, able to walk up to several miles a day as well as lift heavy items up to 30lbs. Candidate must be willing to work outside in all weather.