

**Quiet Valley Living Historical Farm**  
Job Description

Job Title: Director of Farm Operations  
FLSA: Part-Time, non-exempt to be promoted to Full-Time, exempt as of mid October 2021  
Date: 07/2021

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**NOTE: This 25 hour/week position is to train for the Director of Farm Operations position through mid-October 2021; with potential promotion thereafter pending review. See Full-time position description below:**

Position Function: To manage the facilities and operations necessary to interpret 19<sup>th</sup> century farm, garden, and animal husbandry for visitors to Quiet Valley Living Historical Farm.

Job Relationships:

Supervises: Farm Assistants  
Supervised by: Executive Director

FUNCTIONS, DUTIES, & RESPONSIBILITIES:

General Duties:

- Participate in supervisory and team meetings.
- Represent Quiet Valley with a positive, respectful, and courteous attitude and 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.
- Two weeks prior to a scheduled meeting, prepare a written report for the Executive Director to include with other information provided to the Board of Directors.

Animal Care:

Management tasks include:

- Maintain an appropriate number of farm animals to meet the needs of the educational programs through breeding or purchase. Identify markets to purchase new or to sell excess animals.
- Supervise the maintenance of the barn and other areas where animals are kept, ensuring a clean and healthy environment for the farm animals, staff, and visitors.
- Manage the tasks necessary for the health, safety, and cleanliness of the farm animals, including scheduling routine veterinary visits and daily feeding. Procure through cultivation or purchase nutritionally appropriate feed for all farm animals.
- Establish and maintain a system of record keeping documenting the purchase and care of farm animals.

Gardens; Crops; Orchard:

- Plan and supervise planting of gardens, utilizing heirloom seeds, plants, and farming techniques appropriate for the 19<sup>th</sup> century when possible.
- Plan the gardens and crops for the purpose of demonstrating 19<sup>th</sup> century plants and methods; feeding the farm's animals; providing materials used in demonstrating 19<sup>th</sup> century cooking, clothing production, and other interpretive projects; and providing a

surplus to be used for special events. Continuously improve the historical authenticity and interpretation of gardens, farm crops, and heirloom orchard.

- Plan and supervise the care of gardens, crops, and orchard, including weeding, harvesting, and other tasks using modern and/or 19<sup>th</sup> century methods.
- Demonstrate the operation of farm tools and implements used in the planting and care of 19<sup>th</sup> century gardens and crops, including horse-drawn implements.

#### General Farm Tasks:

- Maintain and inspect all farm lawns, walkways, paths, fences throughout the farm.
- Ensure that an adequate supply of fire wood is available when needed in the school, cellar kitchen, and wood shed for special events, educational programs, and during open hours.
- Start fire at the bake oven on Saturdays and for special events. Start fires in other buildings when needed.
- Routinely inspect farm buildings including spouting, roofs, etc., performing appropriate maintenance or procuring a professional repair service. Problems with the farm house, barn, or other historic structures should be referred to the administrator so that the appropriate action may be taken.
- Maintain farm equipment and vehicles.
- Ensure that all fire hydrants and other water sources are operational year round; routinely schedule pumping of sewage holding tanks.

#### Education Programs, Tours, and Special Events:

- Participate in interpreting 19<sup>th</sup> century farm life for school groups and visitors.
- Assist with Farm Hand Adventure and other special educational programs.
- With the Special Events Coordinator, oversee the set up for Harvest Festival, Old Time Christmas, Farm Animal Frolic and many other special events according to the outline maintained in the office.
- With management staff, organize, prepare for, and oversee ice harvest, maple sugaring, woodcutting, and spring clean up days; ensure appropriate tools are ready and available for participants, and that proper safety precautions are taken.
- Supervise the preparation for and performance of horse drawn wagon rides.
- As appropriate, organize one group in the Apprentice program, providing activities and crafts to enhance participants' knowledge of farm life.

#### Other:

- Change signs on Rte. 209 four times yearly.
- Attend the appropriate committee meetings and board meetings, as requested Attend the appropriate committee meetings and board meetings, as requested.
- Chair Workplace Safety Committee.
- Pursue professional and personal development appropriate to the position.
- Most work will be performed in 19<sup>th</sup> century costume.

#### Qualifications:

Minimum high school education or equivalent. College degree in agriculture, history, or education preferred, or equivalent life experience. Knowledge of animal husbandry, 19<sup>th</sup> century farm techniques, and historic preservation are helpful. Knowledge of and ability to use modern farming equipment such as tractors, hay baler, tedder, snowblower, chainsaw is helpful.

#### Working Conditions:

The position is 40 hours per week and may include weekends and holidays. Tasks require a degree of physical fitness, heavy lifting; use of 19<sup>th</sup> century and modern tools and farm

equipment; working with draft horses; care of farm animals; and other physically demanding work. Most tasks will be completed on a working farm in all types of weather conditions.