



FARM DIRECTOR FELLOW: UCGreen Sustainability Fellow Position Description

The Office of Sustainability (OS) works with campus and community partners to integrate environmental stewardship, social equity, and economic viability into College operations and campus life. The Office of Sustainability oversees the College's UCGreen Sustainability Fellows program. In doing so, the office is providing students with the opportunity to work on sustainability initiatives on and off campus within a professional setting.

The UCGreen Sustainability Fellows are ambassadors for sustainability to the Ursinus community first and foremost. We expect all of our Fellows to be passionate about sustainability and enthusiastic about spreading the word about sustainability to others. Through this position, Fellows will develop critical thinking, professional skill sets, and leadership traits that will last well beyond the student's life at Ursinus College. Sustainability Fellows research, design, and implement outreach projects and communicate with the campus community about complex sustainability issues. The UCGreen Sustainability Fellows are supervised and mentored by OS staff, meeting weekly as a class group, and one-on-one bi-weekly meetings with professional staff. These meetings provide opportunities for Fellows to receive feedback and support on their projects from both peers and professional staff, while also working as a team to achieve their goals. The OS staff members are intentional about making office hours available so that Fellows can arrange one-on-one meetings to discuss any questions or concerns, or to ask for guidance on a particular topic.

Interested students are asked to apply via the Ursinus College Sustainability webpage and following the directions to submit an application. (Click on the link to be directed to the OS Fellows Page:

www.ursinus.edu/offices/sustainability/get-involved/get-involved-students/sustainability-fellows)

General Qualifications (applicable to all positions)

- **Must be a full time student, who will be on campus, for the Spring 2018 semester, Summer, and Fall 2018 semester**
- Must be an enthusiastic proponent of sustainability (**you do not have to be an ENV major!**)
- Sophomore, Junior, or Senior status (depending upon the position, First Year students can apply with permission from OS Director)
- Ability to work independently on projects, as well as in a group setting
- Leadership and/or community service experience a plus
- Excellent organizational skills:
 - Able to manage and communicate diverse information from various stakeholders in a timely fashion
 - Must be familiar with Microsoft Office Suite (Word, Excel, Power Point, Outlook)
 - Must be willing to take direction from OS staff members regarding content and style of materials produced
- Maintain a 3.0 GPA or higher

General Responsibilities (applicable to all positions)

- Serve as a leader on campus for sustainability education
- 3-5 hours minimum/week. (Some positions may require more hours throughout the year or during certain focused time frames)
- Position durations vary; refer to specific individual position details
- Mandatory attendance at the following:
 - Weekly Fellows Class (One credit readings course upon acceptance into the program)
 - Bi-Weekly one-on-one meetings with OS Staff member



- Other Fellows' events (either those planned by Fellows or held for them)
- Other formal OS events including but not limited to:
 - Volunteer a minimum of 2 hours at Earth Day event (April)
 - Volunteer a minimum of 8 hours during Move-Out (May)
- Participate in and table at events during:
 - Earth Week,
 - Earth Day, and
 - Other sustainability events

General Benefits of Being an UCGreen Sustainability Fellow (applicable to all positions)

- 1 credit course each semester
- Small stipend
- Professional skill development, including:
 - Opportunities to participate in conferences and workshops
 - Presentation and communication skill building
 - Team-building experience
 - Leadership training
 - Project development and project management

FARM DIRECTOR – SPECIFIC RESPONSIBILITIES AND EXPECTATIONS: Reporting to the Office of Sustainability (OS) staff, the Farm Director is expected to guide the farm project toward all of its goals for the calendar year of the appointment. The Farm Director will be required to plan for and implement an entire growing season; including seed order, seed germination, tilling schedule, weeding, harvesting, and selling. The Farm Director position allows for a degree of freedom and creativity to be brought to bear on the farm program, but also demands excellent organizational and time management skills. The Farm Director is required to develop a plan to outlet produce grown at the farm. Models include, Farmers Markets, on campus Farm Stands, Wholesale to Sodexo, and donations, etc. The OS especially encourages applicants who are creative, imaginative, and can demonstrate strong communication, organizational and planning skills. The farm is an interdisciplinary project of the College, part of our ongoing sustainability programming. It is located on 2.3 acres of agricultural fields on 9th Avenue, adjacent to Hunsberger Woods. The farm has been recognized with a statewide award from the Pennsylvania Horticultural Society. The farm operates on principles of minimal resource usage and sustainable agricultural practices. In this multifaceted way, the farm provides hands-on experience in agricultural and social food systems, service learning, and civic engagement for its student directors and members of the Ursinus community. The farm exists to provide opportunities for members of the campus community to work together in a community-oriented agricultural setting, while supporting applied and academic goals. The OS continues to work towards the goal of better integrating farm programming into the College's academic and student life. The OS is seeking a student who has basic interests in agriculture and food systems, with a desire and open mind to learn more.

Position Duration: 2018 Spring Semester, 2018 summer break, and 2018 Fall Semester. Student must be present and on campus during this time.

Specific Qualifications:

- Basic agricultural experience (Planting, tilling, weeding)
- Willing to work outdoors
- On campus during 2018 Spring Semester, 2018 summer break, and 2018 Fall Semester

Specific Responsibilities:

- Manage all aspects of the UC Farm (with close direction of OS staff); including but not limited to: seed ordering and crop planning, planting start-ups, crop transplants, volunteer engagement, and crop sales



- Learn the general operation of the farm, eventually working with a Farm Assistant on a more independent basis and working with the Farm Assistant to determine the best way to assign workload.
- Assist in coordinating Ursinus Organic Farm promotional events and educate campus about farming practices
- Troubleshoot issues that may arise in managing crops and execute plans to solve those issues
- Design and implement a plan on how to sell the crops with guidance from OS staff
- Collaborate with Ursinus faculty, Facilities Services, Dining Services and/or other Ursinus stakeholders, maintaining a good relationship with them in day-to-day interactions as well as strategizing on larger projects.
- Professional Responsibilities:
 - Works successfully with professional staff, faculty, and students to implement/coordinate projects, campaigns, and events
 - Hands in all necessary reports/paperwork
 - End of year report/presentation

Additional Farm Fellowship Benefits:

- Additional stipend to accommodate additional responsibilities and hours.
- Summer Housing Stipend

General Grounds for Termination (applicable to all positions)

- Failure to meet expectations as listed above
- Failure to follow through with responsibilities
- Failure to appropriately communicate with OS Staff
- Unprofessional behavior

Withdrawal (applicable to all positions): Positions require at least two weeks' notice of withdrawal from program

