

Sinsinawa Dominicans, Inc.
Position Description

Title: Lead Gardener & Collaborative Farm Site Coordinator

Lead Gardener Role:

1. Coordinates and carries out all garden activities with support from Care for Creation Coordinator
2. Researches and models small-scale sustainable agricultural practices in line with the Sinsinawa Dominican commitment to land stewardship and garden guiding values
3. Designs and implements crop plan for Mound Garden based on established needs of the Sinsinawa Mound Kitchen
4. Develops and implements operations schedule for the Mound garden, including soil fertility management, cover cropping, and irrigation installation
5. Creates and maintains record keeping processes for food production
6. Continues to develop partnerships and relationships for local food production initiatives
7. Communicates and collaborates activities with Sinsinawa Mound Kitchen and Grounds Department throughout the growing season
8. Coordinates activities for seasonal employees and occasional volunteers
9. Researches, recommends, and implements necessary additions to local food production initiatives (equipment, tools, infrastructure, etc.)
10. Increases capacity for on-site food production for the Sinsinawa Mound Kitchen and for possible donation.
11. Seeks methods to support SDI carbon reduction and sustainability efforts, share ideas with supervisor, and carry out associated tasks.

Collaborative Farm Site Coordinator Role:

1. Determines the overall farm layout, plot size, and plot location for beginning vegetable farmers, with support of the application committee and Project Coordinator
2. Develops schedule for regular one-on-one meetings with farmers to discuss organic certification paperwork, personal goals, business plans, record keeping, and plot upkeep.
3. Works with Collaborative Farm Advisory committee to develop the application process and criteria and interview new and returning farmers.
4. Oversees process for use of shared equipment and infrastructure; maintains appropriate logs and records
5. Trains farmers on tool use and field demonstrations; oversees tool and equipment upkeep
6. Administers fertility management plan for collaborative vegetable area
7. Sets up, manages, and maintains general site infrastructure and aesthetics for the season
8. Advises farmers about general plot upkeep and enforces policies as appropriate
9. Networks with area farmers and farm resources as needed
10. Plans and coordinates peer learning experiences, in-field learning, and site visits to other farms
11. Researches, recommends, and develops budget considerations for infrastructure and equipment upgrades
12. Supports individual farmers as needed.

Knowledge, Skills, and Abilities Required:

1. Communication skills- must be able to coordinate with multiple farmers and with other staff for crop planning, harvest, and delivery to Mound kitchen
2. Ability to interact with a broad range of persons both face-to-face and on the telephone.
3. General knowledge of organic and sustainable methods
4. Basic knowledge of equipment care and operation
5. Two years of experience in vegetable production utilizing organic / sustainable practices
6. Experience in organic certification helpful but not necessary

Physical Requirements:

1. Possess range of motion, dexterity, and coordination requisite with use of grounds equipment, including ability to kneel, climb, bend and stoop as necessary.
2. Ability to lift, push, and/or carry objects up to 40lbs unassisted on a frequent basis; lift and carry objects up to 50lbs unassisted on an occasional basis; and lift and carry objects over 70lbs with assistance on an occasional basis.
3. Ability to work outdoors in extreme weather (hot or cold) conditions.

The preceding data is intended to convey information essential to making fair pay decisions about the job, and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions.

Schedule: Full time with benefits. Possibility of splitting the position into two part-time positions will be considered.

To apply: send resume, letter of interest, wage expectations, and three professional references to aryan@sinsinawa.org or by mail to:
Sinsinawa Dominicans, Attn: HR
585 County Road Z
Sinsinawa, WI 53824

To learn more about the Collaborative Farm, visit <https://www.sinsinawa.org/farm>