

Salvation Farms  
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## **NOW HIRING... To apply send resume and cover letter to [theresa@salvationfarms.org](mailto:theresa@salvationfarms.org)**

**Position Title:** Lamoille Valley Gleaning Coordinator

**Supervisor:** Executive Director

**Employee Status:** Full Time, Exempt

**Starting Annual Salary:** \$32,000

**Primary Location:** Morrisville, VT

### **Program Summary**

Salvation Farms' Lamoille Valley Gleaning program dates back to the start of our organization. After several years of not operating this regional program, we are committed to reestablishing our once robust program. Gleaning is the reaping of unsaleable crops after the harvest.

### **Position Summary**

The Gleaning Coordinator is responsible for providing Lamoille Valley farms with professionally coordinated gleaning services, engaging community members in hands-on learning and farm food rescue, and coordinating distribution of surplus crops in a way that makes our local food system more inclusive.

### **Primary Duties** *(include but are not limited to)*

- **Program Promotion:** tabling, phone calls, emails, meetings, conferences, workshops, presentations
- **Farm Relations:** calls, emails, introductory visits, maintaining consistent season long contact and providing professional level food rescue and gleaning service, yearend reporting, service evaluation
- **Volunteer Management:** recruitment, training, retention, safety, engagement and education evaluation
- **Crew Management and Leadership:** organizing and oversight of gleaning crews and other volunteer tasks, orientation and training, maintaining safety
- **Harvest Techniques and Fresh Food Handling:** teaching, directing and correcting to ensure high quality, safe product handling
- **Storage and Distribution:** guiding and overseeing the appropriate packing for specific crops, understanding storage needs and turnover timeframes, organizing distribution
- **Community Agencies/Sites:** calls, emails, introductory visits, maintaining consistent season long contact and providing professional delivery of gleaned crops, yearend reporting, service evaluation
- **Data Tracking and Impact Measurements:** recording volunteer involvement, farm and crop specific harvest/collection information, distribution of product, seasonal stakeholder evaluations
- **Program Growth:** alternate distribution model, minimal processing, organizing taste tests, etc.
- **Vermont Gleaning Collective:** participate at the coordinator level in meetings, maintain required data tracking and report sharing, manage shared web-application, welcome statewide gleaning volunteers

- Administrative Responsibilities: email and phone correspondence, mandatory paperwork and data tracking, budget building, fundraising
- Internal Communication: regular communication with supervisors, co-workers, AmeriCorps VISTA, and intern(s)

### **Qualifications**

- Highly organized, efficient, and pragmatic
- Excellent communication, marketing, writing, phone and public relations skills
- Excellent record-keeping, computer, and data entry skills
- Communicates effectively with diverse groups of people; co-workers, partners, volunteers, donors, etc.
- Self-motivated, disciplined and committed to being both part of a team and leading a team
- Self-discipline, self-starter, dedicated to making an impact in one's community
- Knowledge of farming practices and produce handling is strongly preferred
- Understanding of inventory management and the principles of food safety a plus
- Interest in agriculture, resource management and engaging community
- Valid Vermont driver's license and excellent driving record required; ability to drive a standard transmission
- Must be able to lift 40-60 pounds
- Available to work early mornings, nights, and weekends as the job requires

### **Benefits & Work Environment**

- Paid time off and holidays
- Health insurance available (Employer covers 75% of premium)
- A standard transmission company truck is available to this staff position and program
- Access to training and professional development opportunities
- This position is based in our Morrisville office - some travel will be required
- Mileage is reimbursed at \$.40/mile for all approved work travel

### **Schedule**

An applicant considering the Gleaning Coordinator position with Salvation Farms must be able to manage an ever changing schedule based on the demands of the farms being served and the surplus crops available. Throughout the year the position will average roughly 40 hours per week. During the earliest and latest months of the year hours may be less than 40 per week while during peak months of the seasons (July – October) hours will likely exceed 40 per week. There is no set schedule for this position during the peak field season. This position will require working early mornings, evenings and weekends and in adverse weather conditions.