

AmeriCorps Urban Community Farm Manager Utah Conservation Corps



About the Utah Conservation Corps

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We're a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the environment, and regions requiring disaster response efforts. Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

Position Overview

The Utah Conservation Corps (UCC) serves Utah through conservation and environmental education. As part of this mission, we aim to improve ecological knowledge and food security, particularly in vulnerable communities, through practices such as composting, food waste reduction, and community gardening projects. These activities offer the chance to provide education and volunteer opportunities focused on ecological systems; environmental impacts of food production, waste, and transportation; and skills for locally adapted gardening. The Urban Community Farm Manager will work on-site in Logan, Utah and will help us provide education, food, and volunteer opportunities to the Cache Valley community.

The Urban Community Farm (UCC UCF) Manager is a 1700-hour AmeriCorps member who will serve between August 2024 and July 2025. This position will report to both UCC's AmeriCorps Coordinator and Operations & Logistics Coordinator.

Responsibility 1

Manage the day-to-day operations of the UCC UCF.

- Use available resources to plan and implement fruit and vegetable production at the UCC UCF
- Recruit and manage one-time and recurring volunteers for the 2024 and 2025 growing seasons
- Provide environmental education to students, volunteers, and community members through participation in UCF projects
- Document and report numbers of individuals receiving environmental education through the UCF
- Coordinate with and distribute produce to USU's Student Nutrition Access Center, Cache Community Food Bank, and other outlets
- Oversee tracking of production, distribution, and beneficiaries of UCF produce
- Maintain the health of the UCF and troubleshoot issues
- Document food production, distribution, composting, and other UCF performance metrics

Responsibility 2

Improve the physical, operational, and support infrastructure of the UCC UCF

- Maintain and cultivate relationships with USU Extension faculty and staff and other stakeholders to ensure best management practices are adhered to in the UCC UCF operations
- Expand and revise the UCF Site Management Manual as needed

Member Initials

- Assist UCC staff with implementing edible landscaping of the property
- Manage UCC greenhouses
- Request supplies, maintain tools, and manage inventory for UCF

Responsibility 3

UCF advancement and reporting

- Assist UCC staff with program development and other support activities
- Maintain records and provide data for reports and proposals
- Work with UCC staff on planning and other projects to ensure the long-term sustainability of the UCF
- Support the promotion and increased visibility of the UCF in cooperation with UCC staff

Qualifications

- Demonstrated interest in gardening, sustainability, and addressing food insecurity
- Experience in the cultivation of plants, including integrated pest management, diagnosing plant conditions, and recommending treatment options
- Knowledge of garden practices such as soil preparation, propagation, harvesting, food safety, pest management, irrigation, composting
- Able to work outdoors, including during inclement weather
- Ability to teach gardening skills and deliver educational sessions and presentations.
- Strong organizational skills and the ability to develop, plan, and implement short and long-range goals
- Ability to work independently, take initiative, problem-solve, prioritize, and manage multiple tasks
- Excellent interpersonal, verbal, and written communication skills
- Proficiency with Microsoft Office suite or Google products
- Able to lift up to 40 lbs.

The AmeriCorps program requires that members:

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States
- Be at least 18 years of age
- Have a high school diploma or GED or work towards obtaining one while in the program
- Must undergo and pass a criminal history check
- Are eligible to serve an AmeriCorps term of service

Compensation and Hours Required:

This position requires the fulfillment of 1700 hours of service over a 12-month period.

Full day schedules will include a 30-minute lunch break which does not count toward term of service hours.

This AmeriCorps member will receive the following benefits:

- \$30,000.00 living allowance paid in even bimonthly (TWICE per month) disbursements throughout the term of service).

Member Initials

- \$6,895.00 Segal AmeriCorps Education Award (available to members after successful service term)
- Health Insurance benefit of up to \$100.00 a month on new plans through the Marketplace on Healthcare.gov
- Note: this is taxable income.

Please note that AmeriCorps rules limit members to a maximum of four AmeriCorps terms in a program such as UCC. AmeriCorps also limits the number of education awards an individual may earn. This rule states that "although an individual can serve more than two terms, a person cannot earn more than the aggregate value of two, full-time education awards." It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.

TO APPLY, submit a cover letter and resume to: uccrecruiter@usu.edu with subject line: "UCF Manager"

Preference will be given to complete applications received by 7/1/2024

AmeriCorps Rules of Conduct

AmeriCorps Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- Engage in any activity that is illegal under local, state, or federal law
- Engage in activities that pose a significant safety risk to others
- Engage in any AmeriCorps-prohibited activities that include:
 - Attempting to influence legislation;
 - Organizing or engaging in protests, petitions, boycotts, or strikes;
 - Assisting, promoting, or deterring union organizing;
 - Impairing existing contracts for services or collective bargaining agreements;
 - Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - Providing a direct benefit to:
 - A business organized for profit;
 - A labor union;
 - A partisan political organization;

Member Initials

- A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
 - Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
 - Providing abortion services or referrals for receipt of such services; and
 - Such other activities as CNCS may prohibit
 - AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals 10 may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.
- d. Such other activities as CNCS may prohibit.
- e. Additional Items Prohibited by the Program
- Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives.
 - Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.
 - AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

AmeriCorps Members as Team Leaders. Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as

the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.

Utah Conservation Corps Zero Tolerance Policy

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- 1) Engage in activities that pose a significant emotional or physical safety risk to others, including harassment, creating a hostile work environment, or bullying;
- 2) Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, camp site, or in UCC vehicles.
- 3) Fail to notify UCC of a criminal arrest or conviction during the term of service.

Member Initials

Member statement: I have read and understood the position description. I accept this position as described above.

Member name (printed) _____

Member signature _____

Date _____

Member Initials