

CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION

**TITLE:** Grow North Farm – Farmstand Helper

**PROGRAM:** Refugee Assistance & Immigration Services

**SUPERVISED BY:** Refugee Agriculture Partnership Program Coordinator

**STATUS:** June-October

**UPDATED:** 10/2020

**Job Summary:** This position will assist in the daily farmstand operations at Grow North Farm (GNF). The GNF farmstand is open Monday-Friday from 2p-7p and sells a variety of vegetables and value-added goods. The volunteer will help farmers track daily sales, process transactions, keep customer tallies, and be an onsite resource for questions from customers. The volunteer will also be asked to help with general farm chores such as weeding, watering, cleaning, etc. Any interested volunteer must commit to working a minimum of 3 hours/week during farmstand hours.

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Must be patient and courteous. Must be comfortable working in an outdoor environment under the elements. Must be comfortable communicating with diverse groups of people. Must feel confident working in a flexible environment without direct supervision.

**Education/Experience:** N/A

**Skills:** Any non-English language competency, experience with growing vegetables, small business practices. All these skills not necessary, but preferred.

**Duties & Responsibilities:**

1. Record customer counts and conduct occasional customer surveys.
2. Assist farmers in keeping track of their sales log.
3. General farm chores.

**Physical Requirements:** Ability to lift 25 pounds.

**Training Requirements:** Attend orientation and position training.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_