

## A Rocha Canada Brooksdale Environmental Centre

### Position Title: Farm to Families Assistant

Note: Anticipated 1 position pending funding approval.

Note: These positions will be partially funded by Canada Summer Jobs grant, and are contingent on funding approval.

#### POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	Between May 1 to August 21, 2023 (8 to 16 weeks, subject to funding).
Hours/Days Worked:	Full time (5 days/week, 35 hours/week, Monday to Friday, with occasional Saturdays).
Wage:	\$17 per hour.
Closing Date:	Until the position has been filled.

#### POSITION FUNCTION

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

A Rocha Canada Brooksdale Environmental Centre is one of the most dynamic environmental centres in North America. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, heritage houses, and a farm implementing sustainable agriculture practices. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The **Farm to Families Assistant** will work in collaboration with the **Farm to Families Coordinator**, the **Environmental Education Team**, **Brooksdale Sustainable Agriculture Team**, and other Brooksdale staff in assisting with environmental educational programming for children, families, and seniors. The Farm to Families program provides in-person and online training in gardening and food preparation, environmental awareness, and personal practices to care for the environment; it also facilitates vegetable donations to underserved populations in Surrey and White Rock through partnerships with local organizations (primarily those working with newcomers and adults/children identified as at-risk). Farm to Families seeks to build relationships and cross-cultural connections as well as communities of support.

The **Farm to Families Assistant** may also be working closely with the **Environmental Education team** in planning and delivering summer day-camps for children ages 6-12.

#### WORKING RELATIONSHIPS

Reports directly to the A Rocha **Farm to Families Coordinator** who works in close collaboration with the **Environmental Education Team** and **Sustainable Agriculture Team**. Provides supervision and instruction to Interns and Volunteers.

## DUTIES AND RESPONSIBILITIES

### Farm to Families Programming:

- Leading/supporting online and in-person programming in collaboration with other Environmental Education Staff and Interns including:
  - Researching, formatting, and printing recipes, gardening information, and handouts
  - Supporting team with set-up and clean-up for in-person programming.
  - Debriefing sessions and recording stories for grant reporting and fundraising.
  - Leading/co-leading in-person summer day-camps and in-person, phone-in and live-video programming (E.g. Zoom or Microsoft TEAMS) for Farm to Families.
- Coordinate harvest, packing, storage, and delivery of vegetable donations with program partners
  - Maintain clear communication channels between the farmers, Farm to Families Coordinator and Program Partners.
  - Assist in training and supervision of Program Interns and Volunteers
  - Research, create, and print resources specific to vegetable donations
  - Deliver vegetable donations as needed
- Program tracking and Evaluation
  - Filing of registration and consent forms
  - Enter participant information in online spreadsheets
  - Create tracking tools and survey templates as necessary

### Kids' Garden

- Coordinate watering and weeding of Kids' Garden with other Environmental Education team members
- Collaborate with Environmental Education Team to plan, plant and harvest produce from Kids' Garden
- Update and share Kids' Garden map with EE team
- Lead group work projects in the Kids' Garden on Volunteer Days and corporate work days

### Other

- Work in collaboration with Brooksdale staff for other onsite activities as needed.
- Awareness and adherence to A Rocha Brooksdale Health and Safety protocols.

## WORKING CONDITIONS

Work takes place indoors and outdoors at the Brooksdale Environmental Centre in the field areas of the Brooksdale Farm, and remotely from home, as well as offsite at partner organization locations. Work in varied weather conditions may be required. Shared indoor office space is provided at Brooksdale, though the **Farm to Families Assistant** will be required to communicate with other Brooksdale staff to avoid space conflicts and to abide by Health and Safety protocols.

## QUALIFICATIONS AND SKILLS

### Experience:

- At least one year of experience in education programming (preferably with seniors, children, vulnerable populations, and/or speakers of other languages) an asset.
- Experience with online video-conferencing an asset.
- Experience in diversified vegetable production (preferably organic) an asset.
- First Aid and CPR certifications an asset.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values an asset.

- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

Skills:

- Introductory food literacy knowledge, including general gardening knowledge, local and organic food concepts and vocabulary, and/or food preparation.
- Intermediate Microsoft Office and/or Google suite and Canva experience.
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.
- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift 50lbs.
- Demonstrated ability to work quickly and efficiently in any weather.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

Additional Eligibility Requirements:

Applicant must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, or permanent resident for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations; and,
- Obtain a Criminal Record Background and Vulnerable Sector check.

HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Sandra Dumitras** (sandra.dumitras@arocha.ca)
- Ensure your email subject line clearly refers to the **Brooksdale Farm to Families Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.
- The position(s) are contingent on Canada Summer Jobs funding approval.