Backyard Harvest (BYH) is a Moscow-based nonprofit organization serving communities across the Palouse and Lewis-Clark Valley. We believe that everyone deserves access to fresh, healthy food. We work to outgrow hunger by connecting community members not only with food but also with the education and support to cook and grow food for themselves.

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<th>Job title</th>
<th>Volunteer + Events Coordinator</th>
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<td>Executive Director</td>
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**Job purpose**

This candidate will be coordinating and carrying out all efforts related to our Shop the Market program as well as working with volunteer training and other community events. Through our Shop the Market program we facilitate the use of EBT/SNAP benefits at local farmers market programs. In addition to processing and documenting transactions this candidate will also oversee recruiting and developing relationships with volunteers, sharing recipes and nutrition information, as well as helping coordinate our spring community event.

**Duties and responsibilities**

- Develop relationships with volunteers
- Update and maintain databases and files related to the program
- In partnership with the Gleaning Coordinator and LC Valley Coordinator, coordinate and conduct volunteer training events and maintain release of liability/photo waivers on file for volunteers
- Coordinate volunteer involvement and maintain regular contact with volunteers
- Send out biweekly gleaning opportunity e-mails/calls and add events to social media/website
- Maintain regular contact with distribution sites to coordinate small events and conduct educational demonstrations when possible
- Speak enthusiastically and with knowledge about Backyard Harvest and related topics such as produce, cooking, nutrition, etc.
- Help coordinate and carry out the spring community event celebration
- Deliver produce to distribution sites and record pertinent data when needed
- Help with gleaning produce during peak season as needed
- Take part in general staff activities, including monthly meetings
- Write annual summary report identifying accomplishments and areas for improvement
Qualifications

Required Qualifications and Traits:
- Excellent oral and written communication skills
- Organized, responsive, and punctual
- Ability to present in front of large groups and interact with a diverse population including at-need and vulnerable populations
- Ability to quickly adapt to changing circumstances
- Ability to work as part of a team and independently, with minimal supervision, seeking help when needed, and taking initiative
- Ability to work irregular hours, including weekends and evenings
- Ability to climb and work at elevations (e.g., from orchard ladders exceeding 10 feet)
- Ability to perform strenuous physical activities including, but not limited to: picking fruit, moving up and down ladders with weighted picking bags, and lifting boxes of produce weighing up to 50 pounds.
- Ability to perform job activities outdoors in different weather conditions (e.g., high heat, inclement weather).
- A Valid driver’s license
- Ability to lift and carry 50 pounds
- Interest in local food systems, poverty alleviation, agriculture, and/or other aspects of Backyard Harvest’s work.

Ideal Qualifications and Traits:
- Personable, level-headed, and enthusiastic with an ability to interact with a wide range of community members
- Knowledge of agriculture/production, proper harvesting, and/or food safety
- Knowledge in the areas of nutrition/cooking/food science/gardening
- Experience working with vulnerable populations
- Idaho and/or Washington state Food Handler’s Permit
- Idaho and/or Washington state Food Handler’s Permit

Working conditions

This position requires a flexible schedule with frequent weekend and occasional evening shifts.

Physical requirements

The physical environment requires the employee to work both inside and outside in heat/cold as well as driving relatively long distances. Employee must be able to lift and carry 50 pounds regularly; use a ladder to conduct fruit gleaning, and stand for extended periods of time.

Salary: Determined by AmeriCorps

To Apply: Please send a cover letter summarizing your experience and interest in this position and a resume to director@backyardharvest.org.

Application Review: Begins 9/1/17
Detailed Timeline of Hours & Responsibilities (900 hours)

September – 30 hours/week last two weeks of the month (60 hours/month)
- Setup, run, and break down our Shop the Market booth and update databases
  - Tuesday Growers Market – Tri-State parking lot in Moscow – 3:30-7:30
  - Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30
    - Saturday Farmers Market – Downtown Moscow – 7:30-1:30
- Help with gleaning
- Coordinate volunteer involvement and maintain regular contact with volunteers
- Send out biweekly gleaning opportunity e-mails/calls and add events to social media/website
- Weekly check-in
- Monthly AmeriCorps call, data collection, and reporting
- Help with produce distribution as needed
- Help with gardens as needed
- Help with Harvest Dinners as needed

October – 25 hours/week for first two weeks and 15 hours/week for last two weeks (80 hours/month)
- Setup, run, and break down our Shop the Market booth and update databases
  - Tuesday Growers Market – Tri-State parking lot in Moscow – 3:30-7:30
  - Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30 (ends Oct. 18)
    - Saturday Farmers Market – Downtown Moscow – 7:30-1:30 (ends Oct. 28)
- Help with gleaning
- Coordinate volunteer involvement and maintain regular contact with volunteers
- Send out biweekly gleaning opportunity e-mails/calls and add events to social media/website
- Begin contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Weekly check-in
- Monthly AmeriCorps call, data collection, and reporting
- Help with produce distribution as needed
- Help with gardens as needed

November – 10 hours/week with week of Thanksgiving off (30 hours/month)
- Help ED with end of season report by offering feedback from your experiences
- Begin contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Help create recipe cards and other outreach materials for Shop the Market and community events
- Help schedule/carry out educational talks with community experts of specific fruits to take place in the off-season for staff and produce donor training
Ideally, these professionals will help demonstrate and add experience-based feedback that the Gleaning Coordinator will incorporate into an educational guide/training manual for future staff.

- Weekly check-in
- Monthly all staff meeting
- Monthly AmeriCorps call, data collection, and reporting
- Great time to claim some of your training/school hours

**December** – 10 hours/week with last week of 2017 off (**30 hours/month**)

- Help with end of year tasks
  - Final inventory or tools, boxes, etc.
  - Final counts for produce harvested and distributed
  - Annual Appeal
- Continue contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Continue creating recipe cards and other outreach materials for Shop the Market and community events as needed
- Continue scheduling/carrying out educational talks with community experts of specific fruits to take place in the off-season for staff and produce donor training
  - Ideally, these professionals will help demonstrate and add experience-based feedback that the Gleaning Coordinator will incorporate into an educational guide/training manual for future staff
- Weekly check-in
- Monthly all staff meeting
- Monthly AmeriCorps call, data collection, and reporting
- Great time to claim some of your training/school hours

**January** – First week of the year off, 10 hours/week (**30 hours/month**)

- Continue contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Continue creating recipe cards and other outreach materials for Shop the Market and community events as needed
- Continue scheduling/carrying out educational talks with community experts of specific fruits to take place in the off-season for staff and produce donor training
  - Ideally, these professionals will help demonstrate and add experience-based feedback that the Gleaning Coordinator will incorporate into an educational guide/training manual for future staff
- Begin working with Gleaning Coordinator to develop volunteer trainings
- Begin planning/coordinating spring community event in partnership with the ED and Board of Directors
- Weekly check-in
- Monthly all staff meeting
- Monthly AmeriCorps call, data collection, and reporting
- Great time to claim some of your training/school hours
February – 10 hours/week for first two weeks and 15 hours/week for the last two week (50 hours/month)

- Finish educational talks with community experts of specific fruits to take place in the off-season for staff and produce donor training
  - Ideally, these professionals will help demonstration and add experience-based feedback that can be incorporated into the educational guide and a training manual for future staff
- Finish developing volunteer trainings
  - Practice run with staff/board before volunteer training events are scheduled
- Continue planning/coordinating spring community event in partnership with the ED and Board of Directors
  - Dates need to be set by mid-February for Save the Dates to go out
- Finish all recipe cards and other outreach materials for Shop the Market and community events as needed
- Begin contacting volunteers to develop relationships and invite to spring community event
- Continue contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Weekly check-in
- Monthly all staff meeting
- Monthly AmeriCorps call, data collection, and reporting
- Claim remaining training/school hours

March – 15 hours/week for first two weeks and 20 hours/week for the last two weeks (70 hours/month)

- Carry out volunteer trainings events
- Help with and attend our spring community events
- Continue contacting volunteers to develop relationships and invite to spring community event
- Continue contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Weekly check-in
- Monthly all staff meeting
- Monthly AmeriCorps call, data collection, and reporting
- Help with gardens as needed

April – 25 hours/week (100 hours/month)

- Carry out volunteer training events
- Continue contacting volunteers to develop relationships and invite to spring community event
- Continue contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
- Help with and attend various community events as needed
- Weekly check-in
- Monthly all staff meeting
• Monthly AmeriCorps call, data collection, and reporting
• Help with gardens as needed

**May – 25 hours/week (100 hours/month)**

• Setup, run, and break down our Shop the Market booth and update databases
  - Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30
  - Saturday Farmers Market – Downtown Moscow – 7:30-1:30
• Carry out volunteer training events
• Continue contacting volunteers to develop relationships and invite to spring community event
• Continue contacting distribution sites to coordinate small events and conduct educational demonstrations when possible
• Help with and attend various community events as needed
• Weekly check-in
• Monthly all staff meeting
• Monthly AmeriCorps call, data collection, and reporting
• Help with gardens as needed

**June – 25 hours/week (100 hours/month)**

• Setup, run, and break down our Shop the Market booth and update databases
  - Tuesday Growers Market – Tri-State parking lot in Moscow – 3:30-7:30
  - Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30
  - Saturday Farmers Market – Downtown Moscow – 7:30-1:30
• Carry out final volunteer training events for the season and provide feedback for next season
• Finish contacting all active volunteers
• Gleaning cherries should begin 2nd or 3rd week of June
  - May be helping with gleaning
• Weekly check-in
• Monthly all staff meeting
• Monthly AmeriCorps call, data collection, and reporting
• Help with gardens as needed

**July – 25 hours/week (100 hours/month)**

• Setup, run, and break down our Shop the Market booth and update databases
  - Tuesday Growers Market – Tri-State parking lot in Moscow – 3:30-7:30
  - Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30
  - Saturday Farmers Market – Downtown Moscow – 7:30-1:30
• Help with gleaning
• Coordinate volunteer involvement and maintain regular contact with volunteers
• Send out biweekly gleaning opportunity e-mails/calls and add events to social media/website
• Weekly check-in
• Monthly AmeriCorps call, data collection, and reporting
• Help with produce distribution as needed
• Help with gardens as needed

August – 25 hours/week (100 hours/month)
• Setup, run, and break down our Shop the Market booth and update databases
  o Tuesday Growers Market – Tri-State parking lot in Moscow – 3:30-7:30
  o Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30
  o Saturday Farmers Market – Downtown Moscow – 7:30-1:30
• Help with gleaning
• Coordinate volunteer involvement and maintain regular contact with volunteers
• Send out biweekly gleaning opportunity e-mails/calls and add events to social media/website
• Help with community events as needed
• Weekly check-in
• Monthly AmeriCorps call, data collection, and reporting
• Help with produce distribution as needed
• Help with gardens as needed

September – 25 hours/week first two weeks and then DONE! (50 hours/month)
• Setup, run, and break down our Shop the Market booth and update databases
  o Tuesday Growers Market – Tri-State parking lot in Moscow – 3:30-7:30
  o Pullman Farmers Market – Wednesday at Spot Shop parking lot in Pullman – 3:00-6:30
  o Saturday Farmers Market – Downtown Moscow – 7:30-1:30
• Help with gleaning
• Coordinate volunteer involvement and maintain regular contact with volunteers
• Send out biweekly gleaning opportunity e-mails/calls and add events to social media/website
• Help ED with end of season report by offering feedback from your experiences
• Weekly check-in
• Monthly AmeriCorps call, data collection, and reporting
• Help with produce distribution as needed
• Help with gardens as needed
• Help with Harvest Dinners as needed