



Lexington Community Farm  
P.O. Box 554  
Lexington, MA 02420  
781 862-7247  
[www.lexfarm.org](http://www.lexfarm.org)

### **Seeking Volunteer Coordinator**

Lexington Community Farm (LexFarm) seeks a Volunteer Coordinator to design and pilot a robust on-farm education-by-volunteering program. LexFarm has secured grant funding for 2016 for this position. The volunteer coordinator will develop and deliver a curriculum for a volunteer orientation to the farm that highlights LexFarm's focus on soil health and the local food system.

The Volunteer Coordinator will also:

- develop and execute a volunteer recruiting plan
- design systems for signing-up, tracking, and surveying volunteers
- communicate with and schedule volunteers
- design meaningful volunteer experiences
- develop family volunteer opportunities and related curricula
- orient volunteers to the days' tasks, manage, and work alongside volunteers
- prepare a final report with data from the 2016 season and recommendations for volunteer coordination in 2017

The Volunteer Coordinator should have experience in education programming or volunteer coordination and a demonstrated interest in agriculture. The Volunteer Coordinator should be able to represent LexFarm with professionalism, enthusiasm, and gratitude towards volunteers. He/she should be able to communicate effectively with our farm manager and volunteers, as well as be able to organize and manipulate information and data using spread sheets or other online tools.

Volunteer Coordinator position will be an average of 15 hours per week from late June through October. A weekly schedule, as well as a timeline for project deliverables, will be determined in coordination with the farm manager and a Board liaison. Compensation will be \$15/hour.

LexFarm is a non-profit 501(c)3 organization. It operates a 7-acre vegetable production farm with a 200-share CSA program and a seasonal farm stand. It donates ten percent of its produce to food pantries and food rescue organizations. Lexington Community Farm offers educational programming for children, and seeks to grow its volunteer program in 2016.

Please send a cover letter and resume to [employment@lexfarm.org](mailto:employment@lexfarm.org) to apply for this position.