



## **Gleaning Coordinator, Healthy Roots Collaborative**

Seasonal Position beginning Mid-May and ending October

20 hours/week

\$18/hour

*The Healthy Roots Collaborative's mission is to strengthen the local food system of Northwest Vermont for the health and vitality of our community.*

*We envision a healthy Northwest Vermont with a community rooted in a strong agricultural economy with thriving farms, where all are connected to and nourished by local farms and food.*

### **Job Description**

The Healthy Roots Gleaning Coordinator works with Healthy Roots staff to facilitate on-farm gleans and distribution of gleaned produce throughout Franklin and Grand Isle counties. This part-time, limited service, seasonal position (May to October) will be housed at Northwest Regional Planning Commission on Fairfield Street in St. Albans. The Gleaning Coordinator will spend 80% of their time in the field and delivering product to charitable food sites. They will spend 20% of their time data tracking, coordinating timing with farmers and charitable food sites, and team meetings. The Gleaning Coordinator is responsible for communicating with farmers via the methods put in place by Healthy Roots Collaborative to coordinate in-field harvests and pick-up already harvested produce. They are responsible for tracking all product from beginning to end. The Gleaning Coordinator will maintain farmer and volunteer relationships while gleaning. They will work closely with charitable food sites in Franklin & Grand Isle County. The Gleaning Coordinator must be comfortable leading groups on farms. Willingness to work in inclement weather and ability to lift 50lbs on regular basis are required. Prior produce farm experience is preferred.

### **Essential Functions:**

- Volunteer Coordination: manage volunteers, ensuring that all necessary health/safety and other procedures are practiced
- Food Shelf Outreach and Education: provide information about how to store and distribute gleaned product being delivered to the recipient site.
- Gleaning Coordination: coordinate glean days and times with the farmer, manage volunteers on site

- Harvest Techniques and Fresh Food Handling: oversee harvest and post-harvest techniques to ensure a high quality and safe product
- Data Tracking and Impact Measurements: record volunteer involvement, track farm and crop specific harvest/collection information, and post gleans using the Vermont Gleaning Collective interface
- Keeping shared cold storage facilities clean and organized: All rented cold storage space locations must be kept clean and organized, storage of gleaned product in cooler must be tracked and distributed in an efficient manner
- Travel demands and expectations: The Healthy Roots Gleaning Coordinator will be provided with a vehicle to transport produce. That being said, at times the Coordinator will need to utilize a personal vehicle to perform gleaning activities. The Coordinator will be reimbursed for all mileage accrued for the Healthy Roots Gleaning program. The driving can and will range throughout all of Franklin & Grand Isle County. Ability to navigate by map is highly preferred.

#### **Marginal Functions:**

- Administrative Responsibilities; email and phone correspondence, mandatory paperwork and data tracking
- Food Shelf Coordination: work with food shelves in the NW region of Vermont to deliver gleaned product on days/times that are convenient for them to receive product

#### **Qualifications:**

- Valid Vermont driver's license and excellent driving record required
- Must be able to lift 40-50 pounds, be outside in varied weather conditions, and stand for long hours, and work on weekends
- Experience working in farming
- MUST have working vehicle and be capable of driving vehicle to farm and recipient sites in Franklin & Grand Isle county, mileage reimbursement provided
- Disciplined, self-motivated, interested in making an impact in the community
- Familiarity with harvest, post-harvest, storage and food safety techniques and protocols
- Experience working with diverse and limited-income populations.
- Strong organization and communication
- Excellent attention to detail
- Computer skills, including ability to use Word and Excel
- Record-keeping, computer, and data entry skills

Please send resume and cover letter to [kboynton@nmcinc.org](mailto:kboynton@nmcinc.org).

If you have additional questions, please call 802-524-1219. We look forward to hearing from you.