



Arcadia is seeking to hire 2 part-time Program Assistants for Spring 2021, with the opportunity to extend through the summer of 2021. This position will **assist with farm education programs and garden maintenance, provide public programming support, and enhance our social media presence.** This is a seasonal position from April through June with the opportunity to continue through the end of August 2021.

At Arcadia we seek to connect children and the public to where their food comes from through tours, hands-on farming and gardening, and cooking and eating experiences. Program Assistants will support Arcadia's COVID-safe programs by facilitating tours, supporting volunteer days and educational workshops, maintaining Arcadia's educational garden space, and giving aid to community partner gardens.

Reports to: Farm Education Team

Hours:

- **Training** (virtual and in-person): April 9th, April 12th, April 16th, April 17th (optional), April 19th, and April 23rd. *Time and schedule TBD.*
- **Small Group Visits:** April 26th - June 18th (rain make up dates scheduled for June 21st, 25th, and 28th). Small group tours occur on Mondays and Fridays and the occasional Saturday, beginning April 26th. We generally host one small group visit per day, however, there is the possibility that 2 small group visits could be scheduled for the same day with different start times.
- **Open Volunteer Day:** Once a month on the second Saturday of each month from 9-12 PM. Volunteers from the general public assist with garden and farm maintenance.. Program Assistants will support Arcadia's core staff and lead small groups of volunteers in a garden setting.
- **Garden Maintenance:** Garden Maintenance (3 hours weekly) can be done anytime during the week at Arcadia during Arcadia's working hours with prior authorization from the Farm Education Director or the Outreach and Education Coordinator. Garden maintenance hours may be split between Arcadia's education garden and community partner gardens.
- **Hours available per week:** ranges from 5-13 hours available per week; up to ~30 hours in April and up to ~40 hours per month after May.

Compensation: \$15.00 per hour

Location: The majority of hours will take place at Arcadia Center for Sustainable Food and Agriculture: 9000 Richmond Highway, Alexandria, VA 22309. Some work takes place at various FCPS partner schools along Richmond Highway/Route 1 as well as Gum Springs Community Center.

- Arcadia is 35-45 minutes from DC, 30 minutes away from Arlington
- Accessible by bus from Old Town, Alexandria, ~ 30 Minutes
- Not metro accessible
- We highly recommend getting to Arcadia by car

Responsibilities:

Public Engagement

- Support and help lead on-site tours for school age groups and the general public.
- Support Arcadia staff in leading volunteer groups on volunteer days.
 - Assist with public programs as Arcadia's program capacity grows (this requires some weekend availability).

- Examples of duties include: assisting with curriculum implementation, assisting with set-up and break-down of public programming events, other responsibilities as assigned.
- Upholding Arcadia's COVID and site safety protocols to ensure that staff and visitors are safe and acting in a responsible manner.
- Summertime: Assist with Arcadia's weekly summer workshops that will be geared towards children ages 5-12.
 - Examples of duties include: implementation of curriculum based on exploration of Arcadia's garden and farm spaces, lead and manage small groups of 4-10 children at a time, assist with set-up and break-down of program areas, share supervision of meal and play times, attend additional training sessions, and other responsibilities as assigned.

Garden Space Support

- Support and help maintain Arcadia's on-site educational garden space, the Groundhog Garden, under the supervision of Arcadia's Farm Education Director and Outreach and Education Coordinator. Garden Training will be provided as needed to program assistants.
 - Examples of tasks include: Pulling weeds, mulching, seed starting, transplanting seedlings, watering garden beds, turning compost, some support in the greenhouse, and general garden and education area maintenance.
 - Support Arcadia's Education and Outreach Coordinator with School and Community Garden duties, as needed:
 - Examples of tasks include: Pulling weeds, mulching, transplanting seedlings, water garden beds, bed prep, light record keeping, and general tending and organizing as needed.
 - Assist with managing socially distanced groups of volunteers at schools and community events. ●
- Summertime: Assist with garden space maintenance and production. Assist Summertime Program Coordinator with leading garden chores for children.

Other Duties

- Support, as needed, Arcadia's Membership and Administrative Coordinator by taking photos of events and programs, when in attendance, and uploading them to drive following Arcadia's social media protocol. ● Occasional maintenance and posting to Arcadia social media accounts in accordance with the Social Media Plan.
- Assist with filming of Arcadia workshops (as needed).

Preferred qualifications

- Individuals must be self-starters, and comfortable leading groups without direct supervision. ● Comfortability leading volunteers, managing small groups, and working with people of diverse socioeconomic backgrounds. Must be comfortable leading and engaging groups of children and the general public for small group tours.
- Should have an enthusiasm for education, food, sustainable agriculture, and the environment. ● Ability and enthusiasm to spend time outdoors both in the shade and in direct sunlight. ● Must be dependable and mature.
- A willingness to get dirty and work in the garden.
- Must be flexible and have a good sense of humor.
- Excellent communication and organizational skills.
- Arcadia seeks individuals who will follow rules set by Arcadia staff and who demonstrate the ability to keep a clean work environment.
- Familiarity with gardening and food related activities are not required, but are preferred ● Experience working with children of various ages is required.
- Experience in environmental education is highly regarded, but not required.

- CPR/First Aid Certification is preferred.

Required for hire

- Must be at least 20 years of age.
- Must have a reliable method of transportation.
- Must be able to pass a background check.

How to apply:

Applications accepted on a rolling basis from March 12, 2021 - March 22, 2021. Please send a resume, and a short statement saying why you would like to be considered for this position, as well as the name, email and/or phone number of two references to Ivy Mitchell at ivy@arcadiafood.org with the subject line: "Program Assistant Application."

Arcadia is committed to diversity in the workplace. People of color, LGBTQ+, and multi-lingual folks are encouraged to apply.

Learn more at www.arcadiafood.org