



Pinellas Education Foundation

Job Description

YOUTH FARM SUPERVISOR

Department:

Programs

Reports to:

Youth Farm Collaboration Manager or assigned Steering Committee Member

**About the
Project:**

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 31 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Youth Farm at Enoch Davis is a youth empowerment initiative in its formative stage. Following successful models across the country, the vision is for high school age youth to take on progressive leadership roles on an urban farm while being trained in entrepreneurship and business, leadership, job readiness, food systems and urban agriculture, and the culinary arts. Youth will learn through experience by producing, processing, marketing and distributing produce, receive stipends for their work, and be encouraged to take leadership positions for the farm, including serving on the Youth Advisory Board and Steering Committee. Youth will be encouraged to propose new projects and initiatives for the farm. Community leaders, organizations, and mentors including the intern supervisors will provide guidance, resources and knowledge to help the youth succeed. The structure of the initiative follows the Collective Impact Model, which is a framework to tackle deep-rooted and complex social problems as a structured collaborative. It involves government, business, philanthropy, non-profit organizations and citizens coming together to achieve significant and lasting change.

The project is still in early phases, with a 2019 summer pilot planned for 15 high school age youth interns and 2 supervisors on site for 20 hours a week (M-Th, 8am – 1pm) for 6 weeks starting June 10, 2019. We anticipate a full program in the fall and successful summer candidates will be encouraged to re-apply for fall roles. The intern stipends will be paid by the Pinellas Education Foundation with close guidance and support from stakeholders in Pinellas County Schools, City of St. Petersburg, Foundation for a Healthy St. Petersburg and UF/IFAS Extension Pinellas County to ensure a successful program.

Responsibilities include but are not limited to:

Managing and increasing the effectiveness of program services and events related to the new Youth Farm at Enoch Davis in the following ways:

A. Accountability, Evaluation, & Guidance

I.	Recruit, train and supervise all Youth Farm Intern staff including staff discipline reports, parent concerns, and incident reports, as needed.
II.	Provide all necessary reports for funders, board of directors and supervisor including attendance, budget, and daily program activities.
III.	Help collect data for evaluators.
IV.	Participate with and at times lead the daily schedule for Youth Farm Interns.

B. Overall Logistical Support

I.	Organize and manage communication between various speakers and guest presenters who will provide curriculum and instruction to program participants.
II.	Attend occasional evening and weekend activities and events.
III.	Ensure all staff under your supervision are up to date on training requirements
IV.	Maintain an inventory of items and tools are purchased for youth farm and ensure youth farm property is used in a manner consistent with funder expectations.
V.	Duties as assigned by Collaboration Manager related to supervision of interns and Youth Farm events.

**Attributes
and Experience
Required:**

- You are between the ages of 19-24
- You live in the South St Petersburg CRA (Roughly defined South of Central, North of 26th Ave South, West of 4th Street South and East of 49th Street South)
- You are able to work Monday – Thursday 7:30am – 1:30pm from June 10 – July 31st at the Enoch Davis Recreation Center.
- You have completed High School or GED requirements and are in or interested in higher education for yourself.
- You have at least 1 year effective experience in peer leadership or leading middle or high school age youth
- You have an interest in food, and are eager to learn what it takes to become a food leader or entrepreneur.
- You have excellent verbal and written communication skills
- You are able to use Microsoft Office Suite
- You have excellent interpersonal skills and the ability to collaborate
- You have excellent problem solving abilities
- You are calm under pressure, particularly when parents or students are agitated
- You have demonstrated a commitment to high professional ethical standards
- You have a collaborative work style and a commitment to get the job done
- You have a high comfort level working in a diverse environment
- You can pass DCF qualifications for Level 2 Background Screen & a Drug Test
- Are a self-starter who can problem solve.
- You have good organization and time management skills.
- You are willing to complete required trainings

Physical Demands:

You must be able to work in the heat gardening, planting, digging, composting, etc for a minimum of 1 hour a day but no more than 3 hours in the summer. You may need to lift items up to 30 lbs and be able to bend down to harvest. The physical demands described herein are representative of those that must be met by an intern to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those employee encounters while performing the essential functions of this job but involves work outside in a garden, in the kitchen and in the classroom. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Compensation:

This is a time-limited position that will receive \$15/hour with no benefits.

**Application
Instructions:**

Interested candidates should apply online at:

<https://form.jotform.com/90984841861166>

Paper applications are available at the Enoch Davis Center. Please complete either paper or online application yourself, **on or before 5pm on April 29, 2019**. Your application should be written and completed using your own words, without help.

You will be expected to show up for an in-person interview sometime between **April 30th - May 6th**

Selections will be made **on or before May 10, 2019** and work will start the first week of June.