Summer Apprentice Program 2021: CSA Site Lead
Position Description

Organization
Urban Tilth cultivates agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. We work with residents, schools, community-based organizations, government agencies, businesses, and individuals to develop the capacity to produce 5% of our own food supply. Since its founding in 2006, Urban Tilth has emerged as a local leader, a catalyst of integrated, food- and community-focused efforts. Staffed by residents and drawing on principles of leadership and youth development, we teach, farm, forage, train, and employ residents to increase our community's food self-sufficiency. We strongly believe that under-served communities have the potential to solve our own problems if given real opportunities to obtain adequate resources, quality education, meaningful employment and real leadership pathways. All of our programs use individual, youth and community development models as strategies to empower our residents to solve food justice challenges in West Contra Costa County.

Position Description
Urban Tilth has an immediate opening for a Site Lead to manage and facilitate the delivery of our 2021 Summer Apprentice Program within our Community Supported Agriculture (CSA) project. The person who holds this position will manage the development and delivery of an intensive six week summer training program, hosting 6-8 youth and 1 staff at our North Richmond Farm site. Urban Tilth's Summer Apprentice Program is designed to support the development of urban agricultural, ecological, financial and nutrition literacy, leadership, employment and transformative life skills in Richmond and San Pablo youth aged 15-19 years old. The scope of this project includes training youth in concepts in : Food Safety, Food Handling, Food Sanitation, Food Systems, and Community Engagement. This position will also take part in organizing site improvement projects, organizing local field trips, garden bike tours and attending a mandatory two weeks of staff training and program prep.

This Site Lead will be responsible for managing and organizing the Summer Apprentice Program's day-to-day activities from training and orientation all the way through graduation and end of program reporting for their specific site crew. This position requires strong organization skills, a background in youth education, tenacity, self-directed follow-through on tasks, attention to detail, strong time management, excellent project and personnel management skills and a warm heart.

Position responsibilities:

- Attend all program events: May 31st, 2021 - August 14th 2021 including:
    - Lesson Planning and Teaching Practicum : Monday 5/31/21 - Friday 6/4/21 (ALL SAP)
    - Staff Training Week: Monday 6/21/21- Friday 6/25/21
    - Program Materials Prep Week: Monday 6/28/21 - Friday 7/2/21
    - SAP Graduation, Sunday August 14, 2021 (ALL SAP)

- Manage:
    - Recording and submission of weekly site data summaries
    - Staff 2nd and Staff Apprentice application review, interviews, and selection
    - Staff Training Week
    - 6 week Curriculum development
    - Orientation
    - Responsible for disciplining and referring of apprentice issues to Program Manager
    - Referring staff for discipline to senior staff council
    - Field Trips
    - Graduation
    - Publicity for 2021 Program
    - Weekly Apprentice Timesheet submissions
    - Pre-Post test
    - Post program staff evaluation meeting
- Integrate 2nd and Staff Apprentices into teaching/leadership roles during the program.
- Maintain a photo diary of all program work and regularly upload photos to DropBox and Facebook
- Attend ALL staff meetings

Required Skills:

- Excellent communication and organizational skills
- Reliable, punctual and able to meet deadlines
- Proficiency in food safety, food handling, food sanitation, organic farming, and food systems.
- Excellent conflict resolution skills
- Experience working with youth of color.
- Proficiency in online social media, communications and Google Suite (Excel/Sheets, Docs)
- Excellent verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Experience working in Richmond, or San Pablo
- Comfortable moving around in North Richmond
- Confidence in one's ability to lead and make decisions on behalf of the whole group

Compensation:

- Contract position:
    - 13 weeks (May 17, 2021 – August 14, 2021)
    - Full time commitment
    - $20.00/hr

People of color, and Richmond residents are strongly encouraged to apply

How To Apply:
Urban Tilth has a great team and we are doing great things. Check out our website: www.urbantilth.org
Send resume, references and cover letter via mail or email to: employment@urbantilth.org

SAP 2021 Taskforce
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