

NH Gleans – Belknap County –Program Coordinator Job Description

Belknap County Conservation District (BCCD)

64 Court Street, Laconia, NH 03246

Telephone: (603) 527-5880 Email: lisa.morin@nh.nacdnet.net

Contact: Lisa Morin, BCCD Program Coordinator

Position Status:	Part-time – Independent Contractor
Start Date:	Mid-July 2023
Estimated Hours Weekly:	15-20; Summer/Fall, depending on harvest 10; Winter/Early Spring, outreach to community
Hourly Wage:	\$15/No benefits

Application Deadline: Open until position filled

Application Available: On BCCD Website www.belknapccd.org or by email

Reviewed: As received

Interviews: By appointment

Work Begins: Date to be coordinated with BCCD

Position Summary:

The NH Gleans – Belknap County Program Coordinator will work effectively as lead/coordinator for NH Gleans Program in Belknap County hosted by the Belknap County Conservation District (BCCD); able to represent BCCD and NH Gleans in a professional manner and communicate well with farmers, volunteers and other organizations; provide farms with gleaning services in a professional manner; build a volunteer base to glean produce and help recruit other volunteers; and identify local food pantries, soup kitchens and schools who will accept the gleaned produce.

The weekly work schedule for this position may be determined by weather, farm cooperation, available produce, and volunteer availability. The coordinator must be somewhat flexible in their ability to schedule their time during the harvest season. If the coordinator has an additional part-time job it is expected that a consistent availability schedule be set with NH Gleans-Belknap County.

If the Coordinator is a parent/legal guardian, he/she may bring their children to the work site provided: the children are old enough to participate as a volunteer in the gleaning; both parents and/or legal guardian have signed a liability waiver; and the property owner has given their permission. Those serving as volunteers will also be afforded this option within reasonable limits.

Qualifications

- The Coordinator must be self-motivated, organized, flexible, able to work comfortably both as both a supervisor and assistant, and possess knowledge of farming practices.
- The Coordinator must have good communication skills and some basic computer skills (i.e. e-mail, FaceBook, Excel and/or Access, MS Word, etc.)
- The Coordinator must possess a valid driver's license, have access to a vehicle at all times, have a flexible schedule, and ability to commit to the duties of on-farm gleaning between the months of June and November.
- The Coordinator must be able to lift heavy boxes of up to 40 lbs.
- The Coordinator will be required to attend meetings and trainings offered by the NH Gleans program network.
- The Coordinator may be required to attend a SAFE training.

Duties:

Farm and Farmer Relations:

- Identify farms that are interested in hosting volunteer gleaners in their fields.
- Identify best communication method to access each farmer.
- Investigate and recruit other avenues offering potential gleaning opportunities (farmers' markets, home gardeners)
- Maintain contact with donors and volunteers throughout the year.

Volunteer Recruitment and Management

- Working with BCCD, recruit volunteers to train and serve as gleaners. (Note: In addition to citizen volunteers, BCCD utilizes the volunteer services of Restorative Justice-at risk youth and professionally supervised inmates from the Belknap County Corrections Department. The Coordinator/Intern will be asked to work with these groups.)
- Coordinate volunteer gleaner training in order to make the least impact on the farmers land. (NH Gleans can assist with this.)
- Ensure all required documents, such as liability waivers and media release forms, are signed by all participating individuals.
- Coordinator is responsible for developing and maintaining a communication network.
- Coordinator must be present at every gleaning event and lead the effort.
- Coordinate delivery to recipient organizations.

Recipient Organizations

- Identify recipient organizations and/or schools for gleaned produce. (Information resources The NH Food Bank, NH Farm to School, and The Cooperative Extension.)
- Communicate with organizations to document their ability to accept gleaned produce.

Other

- Identify reliable sources in your region for boxes, bags and sacks to hold gleaned produce. The Coordinator will work with BCCD Program Coordinator to collect these resources and have them available for each gleaning.
- In coordination with the BCCD Program Coordinator, provide assistance to the Lakes Region Food Network and the Lakes Region Partnership for Public Health when appropriate.
- The Coordinator is responsible for all records management and produce tracking pertaining to the Belknap County program.

Note:

- **BCCD is a drug-free and firearm free work environment.**
- **Reference and Background checks may be performed as part of the application process.**
- All programs and services of the Belknap County Conservation District are offered without regard to race, color, national origin, religion, sex, age, disability, political belief, and marital or familial status.

(Document revised July 2023)