

Youth Farm Project, Inc. 1013 Martin Luther King Jr St/West State St Ithaca, NY 14850

About Youth Farm Project: The Youth Farm Project's (YFP) mission is to empower youth across social and economic backgrounds to be integral participants in building equitable local food communities.

In this, YFP is dedicated to healing our food system through an anti-racist lens as well as bringing together youth to explore environmental and social justice within the food system.

We believe that through critical thinking and openly learning about these issues, we can begin the healing of our food system, the earth, and ourselves. By developing leadership and communication skills with young people and having them participate in all aspects of food production and farming - from planting to harvesting and distributing, we can increase our unity and hope for positive change in our community.

**Position Title: Fresh Snack Program Manager**

Reports To: Youth Farm Project Leadership and Advisory Board

**Hours per week: 18 hrs./week average.**

**Hourly Rate: \$16.50**

**Position Start date: Aug. 1st, 2020 - Dependent on funding**

Center for Transformative Action (CTA) does provide paid time off including sick, personal, vacation, and holiday pay.

**Summary:**

The Fresh Snack Program (FSP) provides free, raw fresh fruit and vegetable snacks to all students at 6 Ithaca City School District (ICSD) elementary schools multiple times per week. The fresh snack ingredients are held to a high standard of nutrition, with an emphasis on local and organic. The program currently operates food ordering and preparation through partnerships with Headwater Food Hub and the Ithaca City School District Child Nutrition program. The operation of the FSP relies on many partnerships with administrators and staff of the Ithaca City School District, school principals, teachers, parents, and liaisons. The FSP also provides nutrition education to students in various ways.

**Job Description:**

The Fresh Snack Program Manager is responsible for overseeing the successful operations of a complex and multidimensional program. The FSP Manager is also responsible for maintaining and expanding relationships, planning, budget, assessment, and record keeping and fundraising, both through drives, events, and grant writing. Some tasks may be allocated to interns and work study students, with the oversight of the FSP Manager who is responsible for them. Relationships include those with CTA, YFP, ICSD, Headwater Food Hub, various funders, and the Ithaca area community with whom we work. Community relationships may include Southside Community Center, Cornell University, Ithaca College, and many others - especially in the food justice area. The FSP Manager must positively represent the Fresh Snack Program, and work to strengthen it in a sustainable way. This person is the face of the FSP, and also for YFP through this role.

**Position Details:**

The Fresh Snack Program is a program of The Youth Farm Project.

- The Youth Farm Project is a project of the Center for Transformative Action, a non-profit, tax-exempt, educational organization chartered by the Board of Regents of the State of New York. The successful applicant will be an employee of CTA. This position has a reduction of hours in July and part of August, with only 5-10 hours a week during those 6-8 weeks. The school year, 36-40 weeks per year, requires ~ 20 hours per week, from mid to late August until late June.

**On-going responsibilities:**

**Overall Operations Management –**

- **Oversee programming, staff, and partnerships of the Fresh Snack Program in the Ithaca City School District.**
- **Receive and provide feedback on what’s planned for the menu, fresh sourcing options within budget, etc. Aim for weekly check-ins.**
  - **Create and maintain annual program budget, and a fundraising plan, in collaboration with YFP Project Coordinator and YFP Board and Fundraising Committee.**
  - **Keep accurate and timely records of all income and expenses.**
  - **Write and submit grant proposals on time, and their reports.**
- **Collaborate with Headwater Food Hub staff to ensure appropriate snack ingredients that match FSP guidelines are served to all students in FSP schools. Ensure delivery protocol is being met. Be aware of preparation facilities and ensure that FSP protocol is being met.**
- **Check in regularly with cafeteria managers about supply inventory, classroom compliance, other needs, problem solving, etc.**
- **Recruit and work with interns, when appropriate.**
  - **Grow the Program to include all ICSD and outlying area school.**
- **Manage FSP social media pages and platforms with consistent and creative posts 3-5x per week.**

**Educational Programming Management –**

- **Oversee educational efforts, including Rainbow Nutrition classroom lessons, and Fresh Bites**
- **Send weekly "fresh bite" announcements to principals and school liaisons.**
- **Work with YFP staff to integrate educational lessons.**
- **Collaborate with other programs and classes in schools to increase educational impact, including school gardens and art and music teachers.**

**Monitoring & Evaluation –**

- **Send weekly online surveys to teachers for feedback and waste assessment.**
- **Keep records of what is served, how much is served, and when possible the source of fresh ingredients.**
- **Oversee program evaluation data collection - in-school observations in each school once per semester (can recruit volunteers), assessment of snack served.**
- **Oversee all record keeping and suggest what and how information can be tracked and**

organized.

#### **Strategic Development -**

- **Seek out and develop appropriate partnerships/collaborations to further goals and development.**
- **Ensure that ongoing program evaluation and assessment is planned, documented, and reported to funders, donors, and stakeholders.**
- **Help to create and enforce program policies, guidelines, and partner agreements.**
- **Work regularly with other YFP program staff, including attendance of weekly or bi-weekly staff meetings and regular email communication with YFP staff and advisory board members.**
- **Align FSP programming with YFP goals and strategic planning.**

**This program has the goal to expand to the last 2 schools in the ICSD in 2020-21, and the FSP manager will need to facilitate that happening.**

#### **Communications and Outreach -**

- **Maintain strong relationships with Ithaca City School District partner heads—especially Child Nutrition Program school food director and principals in schools served.**
- **Maintain communication with a liaison at each school, and identify new ones when necessary.**
- **Maintain regular, positive communication with other partners, including Headwater Food Hub.**
- **Communicate effectively with stakeholders in each individual school served – specifically principals, teachers, aidea, assistants, custodians and cafeteria managers, as well as parents/families when appropriate.**
- **Create and distribute press releases, newsletters, and listserv communications for school parents.**
- **Contribute to the YFP newsletters.**
- **Develop more avenues for parent communication and outreach.**
- **Represent the Fresh Snack Program in the community and at large.**
- **Attend and run activities for school-wide events, including family events such as spring fairs and wellness nights, in partner schools.**
  - **Be available for some evening fundraising and outreach events.**
  - **Be available for last minute problem solving during weekdays.**

#### **Fiscal Sponsor Interface –**

- **Communicate with fiscal sponsor operations staff to clarify needs, relay information to staff, refine accounting, manage contracts and invoicing, etc.**
- **Submit budgets and reports required by fiscal sponsor.**
- **Ensure compliance with fiscal sponsor policies, including employee evaluations and submitting expenditure sheets and receipts.**

- **Submit timesheets for the fiscal sponsor to process in payroll.**
- **Budgeting, Fundraising, and Financial Management -**
- **Plan and oversee annual budgets and fundraising strategy in conjunction with YFP staff.**
- **Build and maintain relationships with business sponsors, individual donors, and foundation representatives.**
- **Research and build new avenues for fundraising.**
- **Work with YFP to join annual campaign efforts—both online crowdsource, and individual mailing.**
- **Stay current on financial reports provided by fiscal sponsor, review monthly with your records.**
- **Provide summary financial reports to FSP staff and advisory committee members.**
- **Coordinate fundraising efforts in each school, in collaboration with school stakeholder, including sliding scale appeals to parents and PTA fundraisers with the permission of school principals.**
- **Contribute to and review grant applications for FSP (with YFP development staff and volunteers).**
- **Participate in planning and attending fundraising events for FSP, like Taste of the Finger Lakes.**
- **Keep records of expenditures and invoices, including Headwater Food Hub and ICSD.**

#### **Stakeholder Participation -**

- **Seek and incorporate consistent stakeholder representation and participation in program decisions and development.**
- **Work with YFP Advisory Board and suggest additions when appropriate.**
- **Organize, recruit, and facilitate stakeholder committee meetings at least twice per school year.**

**Our ideal candidate will possess:**

- **Valid driver's license and access to an insured, registered vehicle (required)**
- **Ability to work with elementary age students in public schools in a respectful manner (required)**
  - **Experience in classroom, summer camp, cooking class, and/or outdoor, garden-based education preferred.**
- **Must be able to commit to at least one school year, with at least three preferred.**
- **Ability to set your own schedule strategically, often during school hours.**
- **Proficiency with Google Drive, Microsoft Office suite (word and excel), Google Forms and access to a computer (if the right candidate did not have a computer, arrangements can be made)**
- **Occasional, brief public speaking required**
- **Fundraising experience such as writing grants, crowdfunding, and fundraising events highly preferred**

Please send a resume and cover letter to: [youthfarmproject@gmail.com](mailto:youthfarmproject@gmail.com)

attn: YFP Project Coordinator

The Youth Farm Project is a project of the Center for Transformative Action. CTA is an equal opportunity employer. Employees are hired on the basis of their merit, ability, experience and training without regard to race, creed, national or ethnic origin, religion, age, gender, sexual preference, or disability.