Rowdy Girl Sanctuary, Inc. Veganic Farm Project Manager Volunteer Job Description

Rowdy Girl Sanctuary, Inc. Veganic Farm Volunteer Project Manager

Rowdy Girl Sanctuary, Inc. is creating a Veganic garden with hoop houses spearheaded by a Volunteer Project Manager. Plans include a farmers market, nursery, community garden, and education center.

Volunteer Position Description: The development and upkeep of the Veganic Farm is directed through the Volunteer Veganic Farm Project Manager. Main duties include indoctrinating volunteers, managing volunteers, managing daily upkeep of the garden, managing and upkeep of planting, and structural upkeep.

This is a physically and mentally demanding position but will be very rewarding work for a person deeply passionate and devoted to the mission of the organization, capable of taking the initiative, and stepping comfortably into a leadership role.

Our ideal Veganic Garden Project Manager candidate is motivated, dedicated, highly dependable, and willing to make personal sacrifices when necessary to ensure that the care of the Veganic Garden is always prioritized.

The Volunteer Veganic Farm Project Manager must possess strong interpersonal and communication skills, be highly organized, detail oriented, and have the ability to problem solve. Creativity, vision, and the ability to drive ideas and activities forward are important. A positive mental attitude is essential and the ability to inspire and motivate others. You will be a leader, a mentor, and the central figure in a team of people devoted to providing a high quality of life for rescued farm animals.

Applicants should submit a one page letter of introduction and a resume/CV to Renee King-Sonnen at renee@rowdygirlsanctuary.org
Rowdy Girl Sanctuary, Inc.
Veganic Farm Project Manager
Volunteer Job Description

**Required Experience:**

1. Strong management and leadership skills are required, including the ability to manage a volunteer crew and staff efficiently but in a supportive manner.
2. Management style must be positive and inspirational!
3. Hands on Veganic Gardening experience is required.
4. Must possess the ability and confidence to work with south Texas climate.
5. Computer experience and the ability to communicate effectively verbally and in writing are also required.
6. Must be willing to submit stories and pictures to the website management. Social media activity is a bonus.
7. Skills in basic repair and maintenance will be necessary.

**Work Expectations:**

This is not a 40 hour per week job. This is a lifestyle investment. While we always strive to accommodate life events and personal needs outside of the sanctuary which are essential for a sense of balance and to enable one to rest and reenergize, the work responsibilities for this position is as needed.

The Volunteer Veganic Farm Project Manager will be servicing the Veganic Garden. The ability to work with the Executive Director, the Board of Directors, and other project managers to recruit, train, and maintain a strong volunteer core will serve to free the Volunteer Veganic Farm Project Manager for other essential gardening duties.

**Benefits:**

Accommodations in an RV with necessary utilities.

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Duties:

1. Establishes and maintains high horticultural standards and practices; providing direction, training and motivation for the horticultural volunteers.
2. Is a hands-on leader, actively working in the daily horticultural tasks in the gardens and hoop houses.
3. Works with garden volunteers developing long-term, productive relationships, and growing the size of the program overtime.
4. Manages and supports overall plant health and soil nutrition strategies for all gardens to include sustainable gardening practices and Veganic pest management in the outdoor and indoor gardens.
5. Establishes and oversees a systematic plant records policy, including direction of the plant collection policy, and design aesthetic in coordination with Rowdy Girl Sanctuary, Inc. Veganic Garden master plan, mission, and strategies.
6.Coordinates maintenance of horticultural equipment collaboratively with Rowdy Girl Sanctuary, Inc. Volunteer Sanctuary Director.
7. Responsible for the operational department budgets, budget monitoring, strategic planning, and any horticultural capital projects as needed (i.e, installation of new gardens).
8. Works as part of a cross-departmental team which identifies, solicits, and cultivates funding sources for Rowdy Girl Sanctuary, Inc., including grants, individual, and corporate donors.
9. Serves as part of a cross-departmental Management Team that creates and executes mission driven events and exhibits at Rowdy Girl Sanctuary, Inc.
10. Works closely with the Rowdy Girl Sanctuary, Inc. Sanctuary Director to identify opportunities to attract attendees throughout the year by promoting Rowdy Girl Sanctuary, Inc. to the public.
11. Maintains inventory of propagation and growing equipment and supplies, and orders additional materials as needed.
12. Arranges purchase, sale, or exchange of plants with representatives of similar institutions, promoting collaborative relationships with like institutions.
13. Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the general public.

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Volunteer Management:

1. Monitor and survey the distribution of volunteer work to ensure complete care of the Veganic Garden.
2. Oversee volunteers to ensure efficiency and optimal work performance; strive to accommodate special skills and talents.
3. Work with Executive Director, Board of Directors, and Project Managers to identify volunteer shortages and consult recruitment and training strategies.
4. Be available to answer volunteer questions and concerns and resolve conflict when issues arise.
5. Be the influence that sets the standard for a positive work environment in order to maintain volunteer spirit and momentum.
6. Periodically organize volunteer trainings and workshops.
7. Participate with Executive Director, Board of Directors, and Project Managers to inform about volunteer issues such as absences.

General Veganic Garden Maintenance:

1. Continually survey the Veganic Garden and order items and supplies to ensure adequate stock.
2. Identify and address Veganic Garden facility maintenance issues including regular cleaning, structural repairs, and basic equipment repair and maintenance.
3. Consult with Executive Director regarding facility development in order to best serve the Veganic Garden.
4. Ensure the Veganic Garden is always presentable, clean, and well maintained.

Community Interface & Programs:

1. Accommodate scheduled sanctuary tours and have the ability to educate visitors about Veganic Gardening, a vegan lifestyle, and all aspects of the mission of the organization.
2. Periodically participate in onsite and offsite educational presentations including animal welfare events.
3. Have the ability to make and maintain community connections in order to acquire services and/or supplies for the purpose of our mission, locally, statewide, and nationwide.

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The Rowdy Girl Sanctuary, Inc. Volunteer Veganic Gardening Project Manager position is contingent upon the completion of an issue-free 90 day probationary period. Upon completion of the 90 probationary period the Executive Director will either:

1. extend the contract based upon successful completion of the Volunteer Veganic Gardening Project Manager Job Description, or
2. terminate the agreement based upon documented criteria of noncompliance with the terms outlined in the Volunteer Veganic Gardening Project Manager Job Description.

I hereby accept the terms of the agreement for the position of Volunteer Veganic Gardening Project Manager for the Rowdy Girl Sanctuary, Inc. for the 90 day probationary period, and if completed successfully, the position until termination by either Rowdy Girl Sanctuary, Inc. or the selected Volunteer Veganic Gardening Project Manager.

Signatures:

________________________________________________________________________
Rowdy Girl Sanctuary, Inc. Volunteer Veganic Gardening Project Manager Date

________________________________________________________________________
Rowdy Girl Sanctuary, Inc. Executive Director Date

Volunteer Sanctuary Director for the Rowdy Girl Sanctuary, Inc. 90 Day Probationary Period:

Begin date: _________________________________

End date: _________________________________

Successful completion date and continue work: ________________ OR

Termination date and end work: _______________________________

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