



## POSITION DESCRIPTION

- Title:** Badger Rock Assistant Farm and Education Manager  
**Reports To:** Badger Rock Farm and Education Manager  
**Location:** Badger Rock Neighborhood Center  
**Position Type:** Part-time (32 hours per week) / Non-exempt  
**Salary:** \$17/hour based on experience  
**Benefits:** 24 days paid time off plus 8 paid holidays annually; flexible, family-friendly schedule; medical, dental, and vision insurance with Rooted covering 75% of the costs of the insurance package; 401k retirement plan; professional development opportunities; cell phone reimbursement
- Start Date:** June 11th 2024
- Schedule:**
- School year: T 8:30-4:30, W 4-7pm, Th 8:30-4:30, Fri 12-4, Sat 9-1pm (some Sun markets, hours will flex on those weeks)
  - Summer schedule: T-Fr 8:30-4:30 (some Sun markets, hours will flex on those weeks)

### About Rooted

We are committed to collaborations rooted in food, land, and learning so that people can grow and thrive in healthy, equitable, and sustainable neighborhoods. Ours is a firm commitment to building racial equity and inclusion and dismantling racism in our communities, in our education and food systems, in the environmental movement, and within our organization. This is a path of lifelong learning and commitment to action.

### About Badger Rock Urban Farm

Rooted seeks an educator and grower with experience in garden-based or outdoor education and production to work directly with the Badger Rock Farm and Education Manager and team in all aspects of chemical-free, year-round vegetable production and farm-based education. Badger Rock Urban Farm is an educational and production farm that is a part of Rooted's Badger Rock Neighborhood Center located at 517 E. Badger Road, Madison, WI 53713. The site also hosts Badger Rock Middle School, a project-based, public charter school with a focus on sustainability, social justice, and urban agriculture. Southside Elementary School recently opened on site in fall of 2023.

### Position Overview

Growing takes place on the farm, in the hoop houses, and in the greenhouse. Duties include helping in day-to-day aspects of food production, assisting with planning and teaching the middle school garden class, after school cooking club, and Saturday School program during the school year, the elementary school after school and summer program, and other youth and community educational programming. This position will also assist with the year-round high school Rooted in Urban Agriculture Youth Employment Program, supervising interns and volunteers, assisting with materials sourcing and gathering, assisting with the wholesale sprout business, and assisting with overseeing food distribution at Badger Rock Community Market through our weekly farm stand.

### Specific Duties and Responsibilities

#### *Educational Programming*

- School Year: Assist with teaching a daily middle school garden class, twice a month Saturday School program, weekly after school cooking clubs for middle and elementary, and other youth and community educational programming

- Summer: Assist with teaching a regular elementary school garden class and other youth and community educational programming
- Ability to farm in a way that supports both production farming and educational farming

### ***Training and Supervision***

- Train and supervise volunteers in farm production and maintenance tasks and facilitate educational opportunities within the context of daily farm activities
- Supervise elementary and middle-school-aged youth from diverse backgrounds in garden-based education and activities
- Supervise high-school-aged youth from diverse backgrounds in our Rooted in Urban Agriculture Youth Employment Program

### ***Farm Production***

- Work in all aspects of chemical-free, year-round farm production including planting, weeding, watering, harvesting, and post-harvest handling
- Participate in greenhouse seedling production
- Assist with weekend and evening programming, including oversight of the weekly farm stand during the growing season
- Assist with coordinating wholesale sprout business

### **Required Knowledge, Skills, and Abilities**

- At least one year of experience growing diversified vegetables using sustainable and/or organic practices in a production setting
- At least one year of experience with facilitation of youth outdoor or garden-based programming
- Experience working with diverse groups of people in community settings, with cultural humility
- Flexibility and adaptability to a dynamic work environment
- Ability to work quickly and efficiently in all types of weather
- Strong attention to detail and ability to work with minimal supervision
- Ability to lift 50 lbs
- Ability to multitask own work while supervising others
- Proficient use of smartphones, office software, email, and other technology
- Ability to communicate effectively both verbally and in writing, including the ability to listen and solve problems
- Ability to commit to and promote Rooted and Badger Rock Middle School's missions and goals
- Interest in and commitment to urban ecological agriculture and social justice
- Spanish language skills considered a plus

### **Additional Information/Requirements:**

- Must have access to reliable transportation
- Willingness and ability to work some weekend and evening hours
- Ability to pass a standard background check

### **Equal Opportunity Employer**

Rooted is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We strongly encourage applications from diverse applicants of all ages. Rooted is committed to providing employees with a work environment free of discrimination and harassment.

### **How to Apply:**

Please apply through BambooHR at <https://rootedwi.bamboohr.com/careers/35> or send a cover letter and resume to Sarah Karlson, Education Director and Badger Rock Farm and Education Manager, at [sarah@rootedwi.org](mailto:sarah@rootedwi.org) or send mail to:

Sarah Karlson  
Rooted WI, Inc.  
517 E Badger Rd  
Madison, WI 53713