

Matthews Living History Farm Education Coordinator/Manager and 4-H Program Assistant

The following position is a divided 40 hr /week position. This position serves Grayson County as its 4-H Program Assistant and the Matthews Living History Farm (MLHF) Education Coordinator and Farm Manager. The position will serve the Farm in following ways:

The role of the Farm Educator and Manager is to develop and manage all aspects of the Matthews Living History Farm (MLHF) such as:

- Caring for animals, basic maintenance of fences, buildings and grounds
- Working with volunteers; and speaking to public groups that frequent the farm for educational days
- This position requires a strong, practical knowledge of agricultural skills and farm management, and a passionate commitment to providing education to the community and preserving the history of the farm.
- The manager has primary responsibility for the planning, coordination and implementation of all work and activities at MLHF.
- Planning and implementation of daily care of livestock and other farm needs
- Infrastructure planning, creation and maintenance
- Installation, maintenance and monitoring of fencing
- Assist with marketing, outreach and events at MLHF
- Participate in planning for long-term farm development

The role of the 4-H Program Assistant works with the County Extension Agent in planning, developing, and conducting livestock focused programs and performs duties necessary to create and manage community centered livestock/farm related clubs.

Key Requirements for both positions are but not limited to the following:

- Must pass criminal background check provided by Virginia Cooperative Extension Pre-Search
- Provide as needed in-school programming serving Grayson County School. This time spent in the school averages to 15 hours per month.
- Assists with school trips to the farm and works to coordinate with the 4-H Agent and schools to ensure quality programs are designed and offered.
- Youth Cattle Working Program practices competitions and meetings. Meetings and instruction will start in January of each year and conclude after the state cattle working competitions held in April of each year.
- Monthly Livestock Club meetings to be held seasonally at Matthews Farm and at the GATE Center (4-H Office) when needed.

- Assist with additional activities when needed and when responsibilities of the farm have been fulfilled.

General Requirements:

- Cooperate with community partners;
- Coordinate needs with other educational programs;
- Able to work in the field, outdoor classroom and office including hard repetitive physical work;
- Some evening or special event hours will be required;
- Current driver's license and a clean driving record
- Comfortable operating farm equipment
- Good interpersonal skills.

Qualifications:

- Experience working in a team environment with proven leadership skills
- Demonstrate strong ability to work independently
- Demonstrate good organizational and record keeping skills
- Experience teaching, leading and organizing activities with diverse members of the population
- Demonstrate farm planning experience and working knowledge of farm infrastructure
- Experience working with farm machinery
- Basic carpentry skills
- Interest in working with youth and youth programs
- Demonstrate good communication skills
- Ability to repeatedly lift 50 pounds
- Self-motivated, cooperative and flexible
- Responsibly manage administrative and record keeping tasks related to running the farm business and overall success of the organization
- Classroom teaching experience with youth and adults (volunteer or internship experience is acceptable)
- Basic understanding of the Virginia Standards of Learning and ways to tailor lessons to meeting those requirements
- Flexible scheduling to meeting the needs of the farm and 4_H program
- Basic knowledge about Virginia History as it relates to the history of the farm and of Grayson County