

# GLYNWOOD

## Job Description

**Job Title:** Vegetable Apprentice

**Reports To:** Vegetable Production Manager

**FLSA Exemption Status:** Agricultural Exemption

**Position Type:** Temporary, full-time; Mid-March through Mid-December.

**Regular Work Hours:** 8-10 hour work days M-F with a one hour unpaid lunch, and rotating weekend chores. Daily start times vary by season.

**Compensation:** \$600 per week; private room in a shared house; apprentices receive \$400 in a Healthcare Reimbursement Account; 60 hours of classroom based education, free Glynwood vegetables, 40% discount on Glynwood meat. Apprentices earn 6 vacation days and 3 sick days.

**Last Updated:** September 2020

**Location:** Cold Spring

**Residence Required:** Yes

***The Glynwood Center for Regional Food and Farming is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.***

### Overview

Our on-farm apprenticeships provide a solid foundation in sustainable agricultural practices. Designed for aspiring farmers with some previous experience, apprentice education focuses on farm management as well as business skills.

Apprentices are expected to work as a field crew and participate in all educational offerings, as well as assessments of their skills and progress throughout the season. Glynwood strives to support apprentices in planning and continuing their path to develop as farmers. Therefore, apprentices are encouraged to participate in Glynwood-led events, networks, and other programs. As a nonprofit that derives the majority of its funding from charitable contributions, Glynwood believes in fostering a culture of philanthropy among supporters, staff, board, volunteers and program participants. Apprentices are vital participants in Glynwood's programs and may be called upon regularly to offer testimonials communicating the impact of their apprenticeship and/or participate in storytelling projects led by the development and communications team.

Successful completion of the Vegetable Apprentice program makes participants eligible to apply for a Winter Apprenticeship or a Second Year Apprenticeship opportunity with increased

responsibilities, designed to be a bridge to management-readiness. We currently offer one Winter Apprenticeship and one Second Year Apprenticeship per year.

### **Job Summary**

On a daily basis, this Apprentice position takes direction from the Vegetable Production Manager and works with others on all aspects of vegetable production and Glynwood's CSA. The apprentice is expected to participate in bi-weekly educational programs and other educational activities, including directed readings, occasional evening presentations, and farm visits.

### **Essential Job Duties**

- Greenhouse seeding and management
- Transplanting and direct seeding
- Hand weeding, hoeing, and cultivating
- Harvesting
- Washing and packing
- Cover cropping
- Mulching
- Pruning and trellising
- Irrigating
- Pest and disease control
- Field tractor work
- Record keeping
- Supervising CSA pickups
- Compost Making

Apprentices receive in-field training from dedicated mentors in each of these core competencies.

### **Additional Educational Opportunities**

- Attend more than 60 hours of educational and practical skills workshop in topics including:
  - Seed and supply ordering
  - Crop planning
  - Crop rotations
  - Business planning
  - Marketing
  - Soil science
  - Tractor safety and mechanization
- Participate in skills assessment process to evaluate / improve skills
- Participate in Mid-Hudson Collaborative Regional Alliance for Farmer Training (CRAFT)
- Access organizational contacts for long-term networking assistance

### **Competencies**

- Basic competency with word processing, spreadsheet, and email/calendar software
- Ability to communicate clearly in English, verbally and in writing
- Professional, collegial, straightforward, non-aggressive communication
- Capable of both working alone and on a team
- Willing and able to help with emergencies during non-regular hours
- Ability to lift at least 50 pounds on a regular basis
- Ability to work outdoors in all types of weather

### **Supervisory Responsibility**

Possible work with volunteers.

### **Administrative Responsibility**

- File for out-of-pocket expense reimbursement via online application, at least monthly
- Submit weekly timesheets to supervisor according to current requirements
- Attend trainings in administrative procedures as required
- Attend safety trainings as required

### **Work Environment**

Most of the work is performed outdoors in a variety of weather conditions, but some indoor time is required for education.

### **Physical Demands**

This is a physically active role. The Vegetable Apprentice must be able and willing to:

- Stand, crouch, kneel, and bend
- Lift and move flats, materials, hoses, etc.
- Perform other physical activities as needed for producing vegetables
- Work steadily outdoors in heat, cold, rain, and wind. (Working outdoors is not required when conditions are hazardous to human health.)

### **Travel and Weekend Work**

- Because required work hours increase with the season, some weekend work will be scheduled.
- Apprentices participate in field trips off site, and may attend one or more conferences that require overnight stays.

### **Required Education and Experience**

- High school diploma or GED
- Must have some farming experience, such as one year's employment or an internship on a farm

### **Additional Eligibility Qualifications**

- Affinity for Glynwood's mission

- Valid US Driver License in good standing
- Provable eligibility to work in the US

### **Miscellaneous**

- Employment at Glynwood is “at will.” Background checks are required for the final candidates.
- Glynwood is an Equal Opportunity Employer and strongly encourages diverse candidates to apply.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **About Glynwood**

Glynwood’s mission is to ensure the Hudson Valley is a region defined by food, where farming thrives. We work to advance regenerative agriculture that benefits the natural environment, energizes local economies, enhances human health and strengthens rural communities.

Glynwood’s farm is located in Cold Spring, NY, in the lower Hudson Valley. Our diversified farm, with a variety of livestock and a vegetable CSA, serves as a venue for our farmer training efforts. Other core organization efforts include our Regional Food program--which creates and implements collaborative opportunities for food and farming professionals that enhance the region's agricultural viability and identity--and Public Programs such as curated dinners, tours and workshops, which encourage a deeper appreciation for sustainable agriculture and local food systems among our Hudson Valley communities.