

CARE FARM / HUMANE EDUCATION COORDINATOR / INTERN

Job Description

Key Responsibilities

- Work under the direction of the Board of Directors to grow our Humane Education and Care Farm programs by developing and facilitating year-round curriculums
- Build collaborations with referral agencies, partner organizations and health services to facilitate client participation in our therapeutic farm-based activities
- Play a vital role in our mission by working with our staff and volunteers to educate the public on the negative impact on animals, people and the climate by animal farming, and the alternative positive impact of a plant-based diet and vegan lifestyle
- Develop and make impactful presentations to a variety of age groups and audiences
- Attend webinars and training programs as appropriate
- Keep up-to-date records and report volunteer time and activities

Qualifications

- Strong interest in working with vulnerable people and animals in a therapeutic outdoor setting
- Bachelor's Degree in Social Work or equivalent
- Experienced working with various populations of disadvantaged children and adults
- Ability to work outdoors and to manage extreme behaviors and occasional crisis
- Strong verbal and written communication skills; good listening and decision-making skills
- Volunteer application, background check and 3 references from college or other social work experience

Time Commitment

- Minimum 2 hours/week on-site time for orientation, planning and facilitating activities
- 8-10 hours/week networking, research and curriculum building time
- 6-month or 1 semester commitment

CARE FARM / HUMANE EDUCATION ASSISTANT / INTERN

Volunteer Intern Job Description

Key Responsibilities

- Assist the Care Farm / Humane Education Program Coordinator with networking, planning and facilitating on-site visits by groups and individual program participants
- Assist with correspondence and administrative program tasks
- Assist with marketing and outreach of the Care Farm and Humane Ed programs
- Keep up to date records of personal volunteer time

Qualifications

- 18 yrs or older
- Strong interest in working with vulnerable people and animals in a therapeutic outdoor setting
- Currently enrolled in a higher level college social work program or have equivalent experience or educational background
- Completion of orientation and training sessions
- Volunteer application, background check, signed commitment and waiver

Time Commitment

- Minimum 2 hours/week on-site (Summer-Fall) for orientation, planning and facilitating activities
- 10 hours/month minimum to assist with networking, research and curriculum building
- 3-month or 1 semester commitment

BARN AND GROUNDS CREW

Job Description

Key Responsibilities

- fence maintenance and fence-line clearing
- tractor work – including field, barns and barnyard maintenance
- building upkeep (includes cleaning, insulation, other small construction projects)
- trail and garden space upkeep
- small building projects (feeders, animal enrichment items, etc.)
- other related buildings and grounds work as needed
- Keep up to date records of personal volunteer time

Qualifications:

- 18 yrs or older (16 with consent of a parent or guardian)
- completion of one training session
- receipt of full application, signed commitment and waiver
- physically capable of using a pitchfork, shovel and wheelbarrow and lifting 50 pounds
- prior experience using a drill, screwdriver, hand saw and hammer
- ability to drive a tractor helpful

Time Commitment:

- 8-10 hours/month (minimum)

COMMUNICATIONS INTERN

Job Description

Key Responsibilities

- Work with the Executive Director to create and maintain an annual communications calendar
- Create and send monthly communications and quarterly newsletters to e-mail subscribers
- Work with staff and volunteer assistants to meet communication and publicity goals

Social Media

- Get new content from the farm weekly and schedule new posts (original text, images or video) to go out daily on Instagram and Facebook (at a minimum) and other platforms as able (Pinterest, TikTok, Twitter, etc.)
- Publicize fundraisers
- Attend major events and activities and live stream as appropriate
- Keep up to date on current social media trends and make suggestions on applications or other tools needed
- Work with photographer/videographer and other professionals and volunteers on special projects (documentaries and other promotional or educational clips)

Public Relations

- Produce and send regularly scheduled press releases to appropriate news outlets
- Contact newspaper, television, radio and other outlets to maximize publicity for Graze in Peace programs and events
- Attend and document outreach events (as able)

Qualifications

- 18 yrs or older
- Proven ability to grow a social media following using Facebook & Instagram platforms
- Able to represent the Graze in Peace mission and programs to the public in verbal and written communications
- Valid driver's license
- Volunteer application, signed commitment and waiver
- Enrolled in a related college or high school communications course or program

Time Commitment

- 1 hour/week on-site (minimum) to do live broadcasts and take new pics/videos
- 7 hours/week off-site work (minimum)
- Mandatory attendance at fundraising and other major events
- 6-month or 1 semester commitment

FARM MANAGER ASSISTANT

Job Description

Key Responsibilities

- Assist Farm Manager with administrative tasks, such as:
 - answering and returning phone calls
 - keeping animal care records up to date
 - ordering supplies
 - payroll and staff administration tasks
- Attend and record notes of animal care meetings (mostly virtual)
- Work with other volunteers and staff to complete tasks
- Strictly adhere to confidentiality and conflict of interest policies
- Maintain and report record of volunteer hours

Qualifications

- 18 yrs or older
- Previous administrative experience
- Ability to take and follow directions
- Experienced using word processing, database and spreadsheet software
- Excellent organizational, written and people skills
- Detail-oriented and committed to meeting deadlines
- Able to represent the Graze in Peace mission and programs to the public in verbal and written communications
- Receipt of volunteer application, signed commitment and waiver

Time Commitment

- 4 hours/week minimum; requires some on-site availability
- 6-month minimum commitment

GARDEN LEAD

(possible intern or WOOF'er position)

Job Description

Key Responsibilities

- Assist with the design, development, and maintenance of our new therapeutic Care Farm gardens. Includes planting, pruning, weeding, and seasonal garden clean up
- Develop and maintain, with volunteer help, a new farm animal food garden, to supplement the resident rescued animals' daily feed
- Work with the Volunteer Coordinator to recruit garden volunteers and carpenters as needed
- Assign gardening tasks to other volunteers, providing guidance and supervision
- Maintain and report record of personal volunteer hours

Qualifications

- 18 yrs or older
- Master Gardener or 3+ years experience starting and maintaining a community garden
- Completion of orientation and tour
- Receipt of full application, signed commitment and waivers

Time Commitment

- Minimum 2 hours/week (Spring through Fall)
- 6-month or 1 semester commitment

ANIMAL CARE ASSISTANT

Job Description

Key Responsibilities

- Help with feeding, watering, and socializing 60-70 resident rescued farmed animals
- Daily clean up of sheds and barn stalls, pens, and pastures
- Resupply feed to animal food containers (requires lifting 40-50lb bags of feed)
- Clean out food bowls, water bowls and troughs
- Assist with sanctuary grounds upkeep (raking, sweeping, weeding, etc.)
- Socialize, enrich, groom, and interact with the animals (after other chores are done)
- Work under the supervision of and take direct instruction from staff animal caregivers
- Maintain and report record of volunteer hours

Qualifications

- 18 yrs or older (16 with consent of a parent or guardian)
- Completion of tour/orientation and trial period
- Physically capable of using a pitchfork, shovel, and wheelbarrow; lifting 40-50 pounds unassisted; and lifting, stacking and/or carrying a 20lb hay bale several yards through sometimes uneven terrain
- Is extremely detail-oriented and has an over-abundance of common sense
- Has a track record of keeping commitments and showing up on time
- Has demonstrated an interest in the mission of Graze in Peace and an ability to follow detailed verbal instructions and written rules and procedures
- Ability to drive a tractor helpful (but not necessary)
- Receipt of full application, signed commitment and waiver

Time Commitment

- One scheduled 2-hour chore shift/week (minimum)
- 3 month minimum commitment required
- We ask that volunteer animal care assistants take very seriously the commitment to the shifts they choose. **Last minute changes or “no shows” have a very negative impact on the scheduled care for the animals.** Volunteers are specifically scheduled to assist with routine animal care tasks so that our staff can attend to the more skilled caregiving needs. If an animal care assistant doesn't show or give proper notice, our staff caregivers end up taking on their routine tasks, making it difficult and often impossible to attend to the other scheduled animal care needs that day.

BOARD OF DIRECTORS

Job Description

Looking for experienced non-profit or other business professionals with a passion for our mission and a background in business and financial planning or nonprofit development. We are a young organization looking for people who understand and are able to commit to the responsibilities of serving on a "working board".

Key Responsibilities

- Be familiar with the organization's programs, policies and operations
- Be willing to accept a committee chair and/or officer role
- Actively promote our mission, programs and fundraising activities
- Attend monthly board meetings as well as regular committee meetings
- Make an annual contribution to the organization commensurate with ability
- Attend and represent Graze at major fundraising and/or outreach events
- Actively network throughout your term to identify and cultivate potential donors and other support
- Strictly adhere to confidentiality and conflict of interest policies
- Maintain and report record of volunteer hours

Time Commitment

- One Year initial term
- Board meetings (1-2 hours/month; virtual)
- Committee meetings (TBD)
- Occasional meetings with potential donors/supporters (virtually or in-person) to make a case for funding Graze in Peace
- Participate in donor appreciation activities, including thank you letter writing, phone calling & in-person or virtual meetings

Qualifications

- 21 yrs or older
- Prior experience serving on a non-profit board or volunteering in a lead role at another non-profit
- Receipt of full application, signed commitment and waiver

VISITOR & FARM TOUR GUIDE

Job Description

Key Responsibilities

- Assist with set-up and/or take down of information and merchandise tables before and after farm tours and visitor events
- Work with on-site staff to assure grounds are presentable before first visitors arrive
- Greet visitors and orient them to farm rules, safety protocols, and the location of facilities
- Assure that all waivers are signed before visitors pass through the first set of gates
- Conduct 1.5 hour scheduled tours of the farm for individuals and small groups, sharing knowledge and answering questions about the history of Graze and the animals' stories
- Be able and prepared to answer questions about farmed animal advocacy topics, as well as the mission of Graze in Peace and how it affects the local and global communities
- Maintain and report record of volunteer hours

Qualifications

- 18 yrs or older
- Positive, friendly and outgoing "people" personality
- Minimum 2 months volunteer animal care assistant experience at Graze in Peace
- Vegan for at least 1 year and able to share farmed animal advocacy messaging in a positive, non-judgemental way
- Receipt of full application, signed commitments and waivers

Time Commitment

- Minimum 8-10 hours/month (Late Spring through Fall)
- 2 months working as an animal care assistant at Graze in Peace prior to serving as a visitor guide
- 6-month

FUNDRAISING COMMITTEE

Job Description

Key Responsibilities

- Establish annual fundraising and participation goals for special events and campaigns
- Develop annual calendar and timelines for fundraising events and activities
- Recruit sponsors, vendors, and participants
- Solicit in-kind and other support from local community businesses
- Assist with development of promotional materials (letters, invitations, posters, flyers, etc.).
- Help develop copy for news releases, advertising materials, and public announcements
- Assist the Volunteer Coordinator to assure adequate staffing of events and activities
- Sharing and promote social media and/or email campaigns and appeals
- Network with civic, business and social groups to promote events and activities
- Strictly adhere to confidentiality and conflict of interest policies
- Maintain and report record of volunteer hours

Qualifications

- 18 yrs or older
- Full understanding of the Graze in Peace mission and programs
- Enthusiasm for and commitment to the mission, values, goals, and success of the Graze in Peace organization
- Strong interpersonal relationship and alliance building skills
- Positive "can do" attitude

Time Commitment

- Attend Fundraising team meetings once/month (currently virtual)
- Occasional evening and/or weekend hours for fundraising events
- Occasional availability to meet with other team members and volunteers to plan events
- 1-year commitment