



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
- College Degree in Social Work or equivalent work experience
- Experience working with various populations of disadvantaged children and adults preferred
- Ability to work outdoors and to manage extreme behaviors and occasional crisis
- Strong verbal and written communication skills; good listening and decision-making skills

Time Commitment

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



CARE FARM / HUMANE EDUCATION ASSISTANT / 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

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
- 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
- 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



ADMINISTRATIVE ASSISTANT

Job Description

Key Responsibilities

- Assist Executive Director with administrative tasks, such as:
 - answering and returning phone calls
 - drafting and sending out thank you cards and letters
 - keeping donor and volunteer databases up to date
 - managing event and program participant tickets and paperwork
 - stocking, organizing, inventory, shipping and correspondence for Graze in Peace merchandise
 - distributing newsletters and other mailings
 - scheduling and planning events and activities
- Attend and record notes of event and committee 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

Time Commitment

- 2 hours/week minimum (some weeks will require more time); requires some on-site availability
- 6-month minimum commitment



VOLUNTEER PROGRAM COORDINATOR

Job Description

Key Responsibilities

- Work with administration and staff to ascertain volunteer needs
- Keep job postings up-to-date and volunteer positions filled
- Recruit, interview, check references and schedule on-site tours for volunteer prospects
 - answer all volunteer inquiries in a timely manner
 - create and promote ads for VolunteerMatch, social media and other public outlets to solicit more qualified volunteer leads
- Schedule, train and manage volunteer needs for events, tours and other on-site activities
- Facilitate monthly Saturday morning work parties (May–October). Includes working with staff and other key volunteers to set-up/clean-up, develop list of tasks and manage teams of volunteer workers in a pandemic-safe way.
- Oversee that pandemic and safety protocols are being kept at all times by all volunteers
- Make every effort to maintain a full daily schedule of animal care volunteer assistants
- Schedule regular volunteer/intern evaluations & solicitations for feedback; make suggestions to administration to improve the volunteer program and increase volunteer satisfaction
- Conduct yearly volunteer appreciation event; celebrate volunteer anniversaries, and solicit donations for thank you gifts
- Conduct exit interviews for volunteers/interns. Report all feedback (negative and positive) to Executive Director.

Qualifications:

- 21 yrs or older; valid driver's license
- Able to represent the Graze in Peace mission and programs to the public in verbal and written communications
- Experience using spreadsheet, word processing, time schedulers, database software and other applications to perform tasks and keep up to date records
- Experience using major social media platforms to promote open positions and activities

Time Commitment:

- Monthly on-site work parties, Late Spring through Fall, (8am-1pm)
- Evening and/or weekend hours for major fundraising events (1-2x/year)
- Occasional weekday times to interview prospective volunteers and give tours of the farm
- 6-month minimum commitment



GARDEN LEAD

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 preferred
- Completion of orientation and tour

Time Commitment

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



ANIMAL CARE ASSISTANT

Job Description

Key Responsibilities

- Assist staff animal caregivers with feeding, watering, and socializing 60-70 resident rescued farmed animals. Assistants report to the Resident Animal Caregiver.
- 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)

Time Commitment

- One scheduled 2-hour chore shift/week (minimum)
- 3 month commitment
- We ask that animal care assistants take very seriously their weekly shift commitments. Our staff caregivers rely heavily on the 2 hours of daily help volunteer assistants provide not only to meet our animals' basic daily needs, but also to allow time each day to provide enjoyable social and enrichment activities.



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 preferred



VISITOR & OUTREACH AMBASSADOR Job Description

Represent and promote the Graze in Peace farm, mission and programs to the community through taking a lead role in developing and conducting outreach activities. Ambassadors are ultimately responsible for supporting and conducting on-site farm tours (Summer-Fall), and developing/facilitating a yearly calendar of education and outreach activities.

Key Responsibilities

- Provide support for public outreach and humane ed events and activities
- Facilitate or co-facilitate year-round presentations and visitor farm tours (June-October). Associated tasks may include:
 - Conducting scheduled farm tours for individuals and small groups, sharing knowledge and answering questions about Graze in Peace and the rescued animals' stories
 - Assisting with set-up / take down of information and merchandise tables
 - Working with on-site staff to assure grounds are presentable before visitors arrive
 - Greeting visitors and orient them to farm rules, safety protocols, and location of facilities
 - Assuring all waivers are signed before visitors pass through the first set of gates .
- Solicit invitations to speak and host outreach tables at community events and schools
- Help with research and development of an outreach calendar, key messaging and presentation materials for outreach events
- Be able and prepared to give presentations and answer questions about farmed animal advocacy topics, as well as the mission and programs of Graze in Peace
- Maintain and report record of volunteer hours

Qualifications

- 18 yrs or older
- Positive, friendly and outgoing "people" personality
- Good interpersonal communication skills
- Minimum 2 months farm sanctuary work experience, preferably at Graze in Peace
- Ability to share farmed animal advocacy and promote a vegan lifestyle in a respectful, friendly, and non-critical way

Time Commitment

- Minimum 4 hours/week
- 6-month minimum commitment



FUNDRAISING COMMITTEE

Job Description

Key Responsibilities

- Support the Board of Directors in fulfilling annual fundraising and participation goals for special events and campaigns
- Assist the Board in developing an annual calendar and timelines for fundraising events and activities
- Recruit event sponsors, vendors, and participants
- Solicit in-kind and other support from local community businesses
- Assist with development of promotional materials and public announcements
- Assist the Volunteer Coordinator to assure adequate staffing of events and activities
- Share 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