

VACANCY ANNOUNCEMENT
Farm Manager
Bowers School Farm

Applications are being accepted for **Farm Manager** at Bowers School Farm located at 1219 E. Square Lake Rd., Bloomfield Hills, MI.

OVERVIEW: Bloomfield Hills Schools manages both Bowers School Farm and E.L. Johnson Nature Center as outdoor learning sites to support student learning and community outreach.

Bowers School Farm is a working urban farm with diversified animal, fruit, and vegetable production. Visitors can enjoy the beautiful maintained horticultural gardens, historical relevance, and a unique connection to food production. The farm welcomes over 55,000 visitors annually for school field trips, summer camps, community events, and recreational programs. Popular events include the Winter Park snow tubing, Fall Festival, and weekend Open Barn events. It is housed off I-75 on 93 acres within Bloomfield Hills.

FTE: 1.0

JOB DESCRIPTION:

Bowers School Farm seeking an experienced Farm Manager to oversee all areas of existing farm operations, develop, and expand the farm as it grows. Provide leadership and coordinate with facilities, grounds, culinary and other staff across the organization in the development and operations of the farm. The Farm Manager will be part of implementing the vision to elevate the agricultural experience for students, staff, guests and visitors.

QUALIFICATIONS:

- Maintain a student-focused approach in all decision-making and management operations of the site(s)
- Coordinate, monitor, and/or support educational and community demonstrations that include, but are not limited to; fruit & vegetable production, pasture chickens, maple sugaring forest, food animal agricultural production, equestrian activities, field crops, hiking trails, native pond habitats, horticultural gardens, community gardens, etc.
- Review analyses of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives
- Coordinate, monitor, and/or support the expansion of revenue-generating activities such as community events, private events, site rentals, corporate team building, etc.
- Manage all educational demonstration projects including livestock, greenhouse, and crop production to ensure that they are available for instructional and/or recreational use
- Direct the development and implementation of departmental policies and procedures in support of strategic objectives and initiatives

- Order supplies and equipment in order to maintain a working inventory
- Maintain system records and databases, records data and evaluate production records
- Prepare animals and plants for classroom and laboratory instruction
- Plan the farm-breeding program and the crop rotation program in order to produce the required feed and animals for program instruction, in cooperation with the Agriculture Production Coordinator and Resident Farmer
- Assist instructional staff with preparing classes and labs connected with courses in agriculture, food, and natural resource education
- Occasionally lead educational and mission-focused activities
- Ensure that regular ongoing communication takes place throughout the farm operations and education team. Communicate daily operations activities, set expectations, and create awareness of objectives
- Operate and provide basic maintenance of equipment and tools as well as provide for the management and oversight of the facilities as needed
- Participate in formulating, administering policies as well as Safety, Contingency, Emergency Management, and Standard Operating Procedures
- Ensure compliance with site Standard Operating Procedures, OSHA, Uniform Building Code, and ADA.
- Coordinate and plan production, sale and merchandising programs for livestock
- Work closely with the Director, Learning Specialist, Guest Experience Specialist and District Physical Plant services
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required
- Excellent verbal, written, and interpersonal communications skills are essential as the sites host tours, workshops, meetings, and community programs, is a must; as is the ability to work with diverse audiences including farmers, community leaders, youth, administration, teachers, students, and others
- Ability to prioritize tasks is necessary while considering input from multiple participants and the availability of labor and equipment
- Graduation from an accredited institution and four years of management experience are preferred; an equivalent combination of education and experience will also be considered
- Basic knowledge in computer software programs (Microsoft Office – Excel, Word, Outlook)
- Ability to work effectively with other BHS staff members and the general public
- Flexible schedule with a commitment to working on weekends, evenings, and holidays as necessary
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- Other duties as assigned
- Must be able to meet weight lifting range as specified by Director

ESSENTIAL FUNCTIONS:

- The Farm Manager is responsible for the daily conduct and management of operations, which will include the support of evening and weekend activities; oversight of feeding and care for all farm livestock and horses; supervision of the maintenance of all site facilities; complete fieldwork;

supervision of independent study student activities and workers; the development and supervision of demonstrations and displays.

- The primary goals for the farm operations are to produce high-quality agricultural products, provide engaging experiences for guests and staff and be as financially self-sufficient as possible. This position supervises and is supported by a team of staff and serves as an on-site operations leader. Successful candidates will inspire people around our mission and effectively manage resources to do the work.

REPORTS TO: Director

COMPENSATION/BENEFITS: Pursuant to the Conditions of Employment for Coordinator Staff and commensurate with experience. Salary range: \$45,000 - \$59,000.

APPLICATION PROCEDURE: For more information, email ajaros@bloomfield.org or call 248-341-6480.

METHOD OF APPLICATION: All applicants, who want to be considered for this position, must submit an application at: <https://www.oakland.k12.mi.us/about/departments/human-resources/careers>

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