

Position Description: Orchard Harvest Project Coordinator (2023)

Village Harvest is a nonprofit volunteer organization in the San Francisco Bay Area that harvests abundant fruit from homes and small orchards, then passes it along to local food agencies to feed people in need. Since our founding in 2001 volunteers have harvested over 3.7 million pounds of healthy, local, sustainable fruit through the power of community sharing and action.

The Orchard Harvest project works with private and public orchard owners to organize fruit tree harvests to provide healthy food for people in need, and provide educational experiences in food, agriculture, and nature for all ages. Orchard locations are in 4 counties (Santa Clara, San Mateo, Santa Cruz, and San Benito).

For 2023 we expect to have two Orchard Harvest Project Coordinators who will plan and organize harvests, dividing responsibilities by event and fruit season. While many of our activities and results are dependent on nature, the goals for the year are to complete 45 or more harvest events from 30 orchards; include 1,000 unique volunteers, and provide 150,000 pounds to food banks or pantries.

Major Responsibilities:

- Plan, coordinate, and execute 50 or more orchard harvests in South Bay and Peninsula locations in conjunction with other staff members and VH volunteer leaders:
 - Develop and maintain fruit season plans and schedules
 - For each harvest assignment, develop and communicate detailed event plans and instructions for all stakeholders
 - Learn and execute VH processes and computer systems for harvest events
 - Recruit and manage volunteer harvest leaders, drivers, and assistants for orchard events
 - Recruit and manage individual volunteers and volunteer groups. Select volunteers for each orchard event.
 - Coordinate logistics with food agency partners
 - Occasionally, provide on-site leadership of events because of complexity or size.
 - Occasionally, drive to and walk around orchard locations and terrain to create relationships, assess fruit volume and timing, and plan logistics for harvests
 - Enter and manage data for the harvests within VH's computer infrastructure and processes
- Work effectively individually and as a team member of the Orchards project and overall staff

- Create or update an archive of information useful for future harvests by other volunteers or staff

Qualifications:

- Excellent, demonstrated planning and organizational skills.
- Tech savvy with intermediate to advanced computer usage skills (e.g. database, spreadsheet, and web tools) on Windows or Macintosh systems.
- Comfortable dealing with uncertainty in schedules and crop timing
- Enthusiastic, articulate written and verbal communicator in English by phone and email.
- Self-managing yet team oriented; ability to work independently the majority of the time but comfortable and effective working remotely and sharing decision making with others.
- California driver's license with a record approvable by our insurance carrier, and their own transportation to visit orchards and meet with other project stakeholders. Able to drive to and visit South Bay locations for on-site assessment and planning.
- Strongly Desired: prior Village Harvest volunteer experience and familiarity with Village Harvest event activities, culture, and goals
- Desired: gardening, fruit tree, or farming knowledge

Work Environment and Hours:

- This is a part-time position expected to average 5 to 15 hours per week varying by the fruit seasons and number of orchards available. Reports to the Executive Director.
- Some work hours must overlap with the other VH staff in the 9 am – 6 pm weekday window. Some Weekend and Evening availability will be required to coordinate with orchard owners and VH volunteer leaders.
- This position will be primarily done remotely from home or other locations in a distributed office environment, with occasional local driving required to orchard locations. Participation in each harvest is not required, but there may be complex events where on-site coordination will be valuable.
- Physical requirements: ability to operate computers and displays for extended periods of time. Able to visit and walk through potentially rugged terrain to assess locations for harvest events.
- Desired: ability to lift 35 pounds to set up and move equipment; enter, exit, drive vans and other vehicles.
- Hourly pay commensurate with experience, competitive with the non-profit sector for Program Coordinator position ranges.
- Village Harvest provides sick leave accrued over time, but does not currently provide other employee benefits.