Farm to School Program Manager – Limited Term Employee (LTE)

POSITION SUMMARY:

This grant-funded position will serve as the program area liaison responsible for program development, coordination, implementation and overall management of the AmeriCorps Farm to School program. This includes building partnerships with partner site staff and leading the placement of at least fifteen AmeriCorps members in a minimum of eight partner sites in the State of Wisconsin. This position will also be responsible for the development of program structure and guidelines; directing service/training; and grant management, including handling the budget and compliance requirements of the project. This position operates under general supervision and reports to the Bureau Director at the Wisconsin Department of Agriculture, Trade and Consumer Protection-Division of Agricultural Development.

GOAL A: Serve as the agency liaison and program manager for the AmeriCorps Farm to School Program.

A1: Provide leadership and supervision over the Farm to School Program, serving as the primary liaison with organizations to share information and to promote the program.

A2: Build and strengthen the partnership with the school sites and consider additional sites for future program expansion efforts.

A3: Develop proper documentation to ensure a Memorandum of Understanding between the Host Sites, DATCP and collaborating partners.

A4: Support, coach and mentor AmeriCorps members and site supervisors as they build internal programs.

A5: Develop and maintain strong lines of communication among members and site supervisors through personal site visits, professional development activities, general program meetings, emails, phone conversations and other related educational activities.

A6: Develop and implement training for the AmeriCorps members and monitor training implementation.

A7: Manage timesheets and related documentation for AmeriCorps members.

A8: Consult with AmeriCorps members and school sites regarding training needs, program development and progress in achieving goals and objectives of the program.

A9: On a bi-weekly basis, report to the Ag Market Development Bureau Director on the progress of the program as well as the additional needs/issues that have been identified.

A10: On a monthly basis, communicate with the collaborating partners on the progress of the program as well as the additional needs/issues that have been identified.

A11: Work with school site staff to identify and resolve administrative problems or concerns with the program, members, etc.

A12: Collaborate with sites and funding partners to ensure sustainability of the project.

GOAL B: Program Administration

B1: Manage all reporting to and requests from the state and federal AmeriCorps programs.

B2: Prepare the AmeriCorps project budget and monitor grant expenditures.

B3: On a bi-weekly basis, report to the Ag Market Development Bureau Director on the progress of the program as well as the additional needs/issues that have been identified.

B4: Document administrative procedures and/or policies for the program, providing recommendations to the Bureau Director and collaborating partners on program issues and/or areas needing modification.

B5. Ensure compliance with grant and corporation guidelines regarding program administration, recordkeeping, evaluations and related reports.

B6: Document procedures and/or policies for the program, providing recommendations to the Program Director and collaborating partners on program issues and/or areas needing modification.

B7: Ensure compliance with grant and corporation guidelines regarding program administration, recordkeeping, evaluations and related reports.

B8: Oversee all aspects of the budget to assure that partner matching funds and expenditures under the grant are consistent with the requirements stated in the grant contract.

B9: Collaborate with funding partners to find additional funding to ensure sustainability of the project.

GOAL C: Coordination of grant and contract preparation and tracking

C1. Draft member and site contracts and work with the Bureau of Fiannce (BOF) and Legal to complete.

C2. Work in collaboration with division staff and BOF to prepare grant financial reports and training needs for members.

C3. Track matching funds required by the federal grant program.

GOAL D: Program Measurement, Reporting and Evaluation

D1. Develop goals and performance metrics for assigned program areas and evaluate progress toward reaching goals.

D2. Evaluate program effectiveness based on program goals and objectives including developing evaluation tools and a data collection system.

D3. Provide timely quarterly and annual reports, written and/or oral, that communicate the impact of the program to stakeholders inside and outside of the Agency and as required by funding agency.

D4. Assess program services and their effectiveness based on program priorities.

D5. Document procedures and/or policies for the program; providing recommendations to collaborating partners on program issues and/or areas needing modification.

POSITION REQUIREMENTS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree in social work, public policy administration, education, human services, local food systems or related field and at least two years experience developing detailed budgets and managing federal or state grants.

A well-qualified candidate will have experience in either directly providing or managing volunteer services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of community and school resources and needs;
- Effective networking techniques and liaison skills;
- Basic knowledge of local food systems-food procurement;
- Effective oral and written communication skills;
- Ability to organize and coordinate activities with people and projects;
- Ability to effectively recruit train and motivate volunteers;
- Knowledge of program development and implementation, including the ability to promote, implement and evaluate educational and youth development programs;
- Knowledge of effective supervisory and management techniques, including the ability to develop short and long term staff objectives and work plans;
- Demonstrated proficiency with using word processing, databases, spreadsheets and the Internet.

WORK ENVIRONMENT AND SPECIAL REQUIREMENTS:

1) Position will be housed at the Wisconsin Dept. of Agriculture, Trade and Consumer Protection: 2811 Agriculture Drive, Madison, WI 53718-6777.

2) Possession of or eligibility for a valid Wisconsin driver's license or, the ability to provide one's own transportation for work purposes.

3) Requires occasional travel within the State of Wisconsin.