BCGEU POSITION DESCRIPTION

POSITION TITLE:	KPU Farm Coordinator	**JOB NUMBER:**	669
REPORTS TO:	Associate Dean, Faculty of Science	**INCUMBENT:**	
DEPARTMENT:	Sustainable Agriculture	**DATE CREATED:**	
JOB CLASS:	15	**DATE REVISED:**	December 2023

PRIMARY FUNCTION

The KPU Farm Coordinator works as an integral member of the Department of Sustainable Agriculture team within the Faculty of Science, collaborating with colleagues in the development and daily operations of the KPU Farm, a twenty-acre certified organic teaching and research farm.

The KPU Farm Coordinator is responsible for overseeing and coordinating all aspects of KPU Farm's day to day operations. These include crop planning, crop production, site maintenance, integration of educational programming into farm operations, assisting faculty and instructional associate with planning, executing and maintaining experiments, providing technical training and support for researchers, supervising seasonal farm staff, and mentoring student interns. The KPU Farm Coordinator represents the KPU Farm to outside key parties including, but not limited to, the City of Richmond, farmers, customers, industry associations and media.

JOB DUTIES AND TASKS

1. Farm Coordination duties:

a. Develops and implements crop production plan – including annual and perennial production systems.
b. Develops and implements farm management plan – including staffing, sales, soil, water, pest and biodiversity management.
c. Annually develops and adheres to operating budget for KPU Farm in collaboration with Faculty.
d. Tracks costs, develops budget forecasts and proposes realistic user fees for services and use of space on the KPU farm.
e. Writes Standard Operating Procedures (SOPs) for all procedures and equipment used at KPU Farm.
f. Creates and updates safety manual with training protocol for all KPU Farm users, in collaboration with departmental faculty and KPU safety staff.
g. Contributes to certification programs adopted by the farm, including existing organic certification and food safety plan. Ensures compliance in reporting and auditing. Investigates and implements additional relevant farm certifications.
h. Maintains site facilities including all built infrastructure (i.e. buildings, greenhouse, high tunnels, irrigation system, storage facilities) fields and all farm equipment.
i. Orders farm supplies, schedules building and equipment maintenance, and plans purchasing of new equipment and replacement of retired equipment.
j. Hires, trains, supervises, and mentors seasonal farm staff in collaboration with the Dean's office and HR.
k. Coordinates with and supports faculty and instructional associate in onsite delivery of educational programming. Supports faculty researchers, fellows, students, and staff with expertise and training on equipment and farm SOPs.
l. Coordinates operations with internal and external educational programs that take place at the KPU Farm beyond the programming that the Department of Sustainable Agriculture carries out.

m. Provides safety training for new users of KPU Farm, ensuring regular refresher training occurs and is documented.

n. Performs other tasks, as requested.

2. **Provides outreach assistance to Sustainable Agriculture faculty and instructional associate:**
   a. Maintains good relationships with all key parties.
   b. Liaises with key parties, community organizations and other agencies to coordinate joint activities that occur at KPU Farm.
   c. Responds to public, donors, industry, government, other institutions, Kwantlen staff, faculty, administrators and media.

SUPERVISION RECEIVED:
Reports to Associate Dean, Faculty of Science.

SUPERVISION/DIRECTION EXERCISED:
Supervises technical and research staff, student interns, student assistants, summer students, visiting Fellows.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:
Coordinates and manages use and maintenance of KPU Farm land, buildings, equipment and supplies. Creates, edits and updates farm management software, SOPs and farm procedural manuals.

FINANCIAL RESOURCES:
Oversight of farm expenses and revenue generated from produce sales.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES
1. Minimum three years' experience managing diversified farm operations.
2. Demonstrated ability to provide hands-on crop production training.
3. Ability to use software appropriate to all farm management and reporting tasks (i.e. word processing, data base, spreadsheets, statistical, presentation, and specific equipment software).
4. Demonstrated team leadership and training abilities.
5. Demonstrated ability to work with students and faculty in educational programming.
6. Demonstrated ability to work with partner groups (i.e. agriculturists, grower associations, business, academic institutions) to conduct research and education programming.
7. Demonstrated excellent oral and written English language skills.
8. Highly developed organizational and time management skills.
9. Ability to work with minimal supervision.
10. Demonstrated understanding that agricultural research and production agriculture has busier growing seasons that requires some flexibility in scheduling

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

1. Bachelor of Science (Masters in Science obtained or in process preferred) in appropriate research/ disciplinary areas related to sustainable agriculture.

Knowledge Skills & Abilities revised: