

Volunteer Events Coordinator

[Family Harvest Farm](#) (FHF) is a 3.5-acre thriving urban organic farm in Pittsburg, California. We engage local communities in agriculture and healthy living, nurture the environment, and foster community. Family Harvest Farm does this by employing transition-age foster youth as apprentices in a hands-on job-readiness program, distributing produce to the community, and offering farm and garden education. Family Harvest Farm is a program of [John Muir Land Trust](#).

Volunteer Opportunity Overview: FHF is looking to host monthly or bi-monthly volunteer days (Fridays and some Saturdays) for volunteers that may have little to no farming or construction experience. Projects may include mulching, planting, weeding, construction, and more. The Volunteer Events Coordinator will assist the Program Manager and Farm Manager on these volunteer days.

Responsibilities and Duties may include:

- Check in with FHF Program Manager and Farm Manager monthly before the events to determine projects, tools and volunteer communication
- Greet volunteers, help volunteers sign in
- Assign volunteers tasks
- Train volunteers
- Train other Volunteer Events Coordinators as the program grows
- Possibly communicate with volunteers before events via email and/or phone
- Ideally this person has experience volunteering at FHF or with JMLT
- This is a volunteer position of Family Harvest Farm, John Muir Land Trust

Qualifications:

- Knowledge and experience in supporting volunteer events or training in land stewardship, construction, gardening, farming, landscape, or a similar project.
- Able to work outdoors, uneven surfaces, be on your feet all day and able to lift as much as 30 lbs.
- Experience presenting and engaging groups of young adults and adults.
- Comfortable outdoors.
- 18 years of age.
- Good communicator, team player, and able to accept and give clear direction.
- May be fingerprinted with background check.
- May be required to participate in diversity trainings.

Additional Information

Training: Training onsite provided.

Commitment: 5-7 hours per volunteer event which is currently expected to be monthly or bi-monthly

Staff Contact: FHF Program Manager, Hannah Hodgson, hannah@jmlt.org (925)387-8738

Location: Family Harvest Farm, 1300 Power Avenue, Pittsburg, CA 94565

Compensation: This role is purely voluntary.