



[www.leftfootorganics.org](http://www.leftfootorganics.org)

## POSITION DESCRIPTION

**POSITION TITLE: Crew Leader**

**REPORTS TO: Employment Support Coordinator**

### **SUMMARY:**

Left Foot Organics brings together people with developmental and intellectual disabilities and at-risk rural youth to grow, learn and earn on an organic farm. A 501(c)3 nonprofit organization located just south of Olympia, Washington, Left Foot has been serving the south Puget Sound community since 2002, providing meaningful, paid employment and training in the business of growing and selling quality, fresh, organic produce. Program participants learn organic growing and business skills that open up new career possibilities. They also learn to work as a team, accepting, appreciating and accommodating each other's differences. Left Foot cultivates about five acres of certified organic land, producing seasonal vegetables and flowers for sale in local markets and distribution to local food banks and meals programs. Left Foot's customers include the growers, the partners, and the public (consumers, CSA members, volunteers, visitors, donors).

The **Crew leader** is a key member of each program participant's support team (including other Left Foot staff, service providers, family members and other caregivers). He or she ensures that program participants understand their job duties and expectations for work behavior and quality. The Crew Leader works with staff to ensure that work meets quality standards and is completed in a timely manner while honoring and managing the different abilities of the crew members. He or she works along with other support team members to ensure that program participants receive the training, tools, and support they need to do their best and to address their goals at Left Foot.

### **SPECIFIC DUTIES/RESPONSIBILITIES:**

- Provides leadership at LFO through commitment to mission, values and personal integrity.
- Supervises work crews including employees and volunteers with and without intellectual and developmental disabilities and youth program participants.
- Leads field and other farm work tasks, and is responsible for the quality and timeliness of their crew's work and the care and use of any tools and equipment used.
- Provides intensive support to individual program participants when necessary.
- Responsible for addressing the goals of individual program participants.
- Participates in Crew Leader meetings as scheduled (sometimes during lunch hour) to address dynamics of crew functioning and for collective problem-solving.
- May sell produce for Left Foot and supervise program participants at farmers markets.
- Participates with Employment Support Coordinator and other crew leaders in coordinating work assignments.
- Contributes to performance evaluations by sharing, verbally and in writing, his or her observations on the work performance of program participants.
- Contributes to developing personal work objectives and evaluating work performance, verbally and in writing.

Promoting self-sufficiency, inclusion and independence for people with intellectual disabilities and rural youth through meaningful employment and training in the business of growing and selling quality, fresh, organic food and farm products.

- Transports program participants in personal or company vehicle when necessary.
- Actively participates in meetings and progress reviews as directed.
- Attends other program functions outside of scheduled work hours as directed whenever possible.
- Communicates with customers, staff, program participants and volunteers with respect and with consideration for the sophistication of the audience.
- Redirects and diffuses disruptive, escalating behaviors calmly, using approved, acceptable techniques.
- Is responsible for the safety of self, staff, program participants and other individuals that come in contact with program participants during work hours. Continuously evaluates the physical environment to minimize or eliminate potentially hazardous situations.
- Performs other duties as assigned.

#### **WORKING CONDITIONS:**

Work will be performed primarily outdoors in the open, as well as in an office, vehicle, cooler, or covered outdoor area in all types of weather. Physical stressors may include changes in temperature and precipitation, exposure to bees and other insects, standing for long periods, routinely lifting up to 50 lbs. and occasionally lifting 75-100 lbs., bending, stooping, and squatting. Psychological stressors may include meeting deadlines, balancing competing demands, communicating with staff, program participants, family members and service providers and making decisions under stressful conditions.–

#### **MINIMUM QUALIFICATIONS:**

- Demonstrated leadership skills
- Academic training or equivalent experience in providing vocational support to individuals with intellectual and developmental disabilities.
- Proficiency in computer operation and use of common email, word processing and spreadsheet software.
- Proficiency in written and verbal communication to diverse audiences.

#### **SPECIAL REQUIREMENTS:**

- A valid Washington State driver's license, minimum Washington State auto liability insurance and good driving record required at time of hire.
- Appointment is contingent upon the outcome of a criminal background check.

#### **HOURS AND COMPENSATION:**

- \$10.00 per hour minimum
- Jan –March: Wed and Thurs, 8:45-3:30
- April-Oct: Tues-Fri 8:45-3:30, Saturdays 9-12 (no Saturdays in Oct)
- Nov- Dec: Wed - Fri 8:45-3:30
- Occasional opportunities for increased hours
- Schedule subject to change