

JOB DESCRIPTION – Durham Public Schools HUB FARM PROGRAM MANAGER

The Hub Farm Program Manager is the site supervisor for the Durham Public Schools Hub Farm. The Manager is responsible for managing the daily operations to ensure the Hub Farm is a safe and educational outdoor learning facility for students, teachers, and the community.

DUTIES AND RESPONSIBILITIES

Programming

- Facilitate of strategic planning and visioning for the Hub Farm with Hub Farm staff and broader community
- Coordinate educational experiences for students, teachers, and community including but not limited to school field trips, internships, community workshops, and professional development
- Recruit, coordinate, and orient Hub Farm Volunteers
- Manage Hub Farm budget
- Collaborate with Durham Public Schools Curriculum and Instruction and Career and Technical Education departments to ensure aligned and appropriate outdoor learning
- Facilitate Community and School Relations including but not limited to grant writing and management, maintaining the Hub Farm website and promotions, and developing partnerships
- Serve as the liaison between Friends of the Hub Farm and other stakeholder groups.
- Conduct program evaluation and publish reports annually

Personnel

- Manage Hub Farm staff schedules and yearly evaluations.
- Coordinate Hub Farm volunteer schedules
- Coordinate Hub Farm staff professional growth development

Operations

- Ensure equipment is inventoried and accounted
- Ensure facilities and equipment are safe, appropriate, and secure
- Facilitate infrastructure improvements
- Coordinate farm tasks (feeding, garden, etc.)

The Hub Farm Manager will report to the Director of Career & Technical Education.

The Hub Farm Manager is a 12 Month position.