



**VACANCY ANNOUNCEMENT**  
**Farm Site Coordinator**  
**Bowers School Farm**  
**Bloomfield Hills Schools**

Applications are being accepted for **Farm Site Coordinator** at Bowers School Farm located at 1219 E. Square Lake Rd., Bloomfield Hills, MI.

**OVERVIEW:** Bloomfield Hills Schools manages the Bowers School Farm as an outdoor learning site to support student learning and community outreach.

Bowers School Farm is a working urban farm with diversified animal, fruit, and vegetable production. Visitors can enjoy the beautifully maintained horticultural gardens, historical relevance, and a unique connection to food production. The farm welcomes over 55,000 visitors annually for school field trips, summer camps, community events, and recreational programs. Popular events include the Winter Park, Fall Festival and weekend Open Barn events. The farm is housed off I-75 on 93 acres within Bloomfield Hills.

**FTE: 1.0**

**JOB DESCRIPTION:**

Bowers School Farm is seeking an experienced individual to hold the title of Farm Site Coordinator to oversee existing farm operations and assist with teams to develop and expand engagement in farm demonstrations. Provide guidance and coordinate with facilities, instruction team, kitchen, events, and other staff across the organization for the cohesive operation of the farm. The Farm Site Coordinator will be part of implementing the vision to elevate the agricultural experience for students, staff, guests, and visitors.

**QUALIFICATIONS:**

- Maintain a learner-focused approach in all decision-making and operations of the site
- Collaborate with the Resident Farmer to oversee all educational demonstration projects, including livestock, greenhouse, and crop production, ensuring availability for instructional and/or community use
- Direct Operations support staff and volunteers in providing authentic farm-based experiences to casual visitors during Open Barns and events, including set up and tear down
- Proactively coordinate and maintain seamless communication between farm operations and other departments (Instructional Team, Kitchen, Events, etc.) to align site activities with organizational needs and opportunities.

- Directly manage the daily workflow for the Operations support staff, communicating activities, setting expectations, and ensuring alignment with strategic objectives
- Prioritize tasks, while considering input from multiple participants and the availability of labor and equipment
- Demonstrate excellent verbal, written, and interpersonal communication skills; essential as the site hosts tours, workshops, meetings, and community programs. These skills are a must, as is the ability to work with diverse audiences, including farmers, community leaders, youth, administration, teachers, students, and others
- Provide management and oversight of the facilities, including maintaining site grounds and buildings
- May cover livestock care to support Resident Farmer, as needed
- Select and purchase supplies and equipment
- Operate and provide basic maintenance of equipment and tools
- Review analyses of activities, costs, operations, and forecast data to determine progress toward site goals and objectives
- Aid in the expansion of revenue-generating activities related to farm-based experiences for guests and the community
- Participate in formulating and administering policies, including safety, Contingency, Emergency Management, and Standard Operating Procedures (SOP)
- Ensure site-wide compliance with all established policies (including safety, Contingency, and Emergency Management), and maintain, update, and train staff on all site-specific Standard Operating Procedures (SOPs).
- Ensure compliance with site SOP, OSHA, Uniform Building Code, and ADA
- Provide site security; ensuring gates are closed and locked and buildings are secure and safe for the public
- Proficiency with cloud-based productivity tools, specifically G-Suite (Drive, Docs, Sheets, Slides, Calendar) for communication, data management, and scheduling. Familiarity with agricultural management software (e.g., farm mapping, inventory, and data platforms) is desirable
- Maintain records and databases and evaluate equipment records
- Commit to working some weekends, evenings, and holidays with schedule flexibility
- Other duties as assigned
- Must be able to handle typical physical demands for outdoor labor, such as walking, standing, reaching, stooping, squatting, lifting up to 50 lbs and working indoors and outdoors in cold, hot or wet conditions on uneven surfaces

### **ESSENTIAL FUNCTIONS:**

The Farm Site Coordinator is responsible for the daily conduct and management of all operational resources, including the direct supervision of the Operations support staff. This will include some evening and weekend activities; supervision and maintenance of all site facilities and equipment, including establishing preventive maintenance plans and SOPs; and supervision of volunteer activities at an operational level.

The primary goal for site operations is to provide a safe agricultural environment that delivers engaging experiences for guests, staff, and students, and to operate with maximum resource efficiency with a focus on minimizing operational costs. This position serves as the direct administrative and performance manager for the Operations support staff, and acts as the lead for all daily site operations. This position collaborates closely with the Resident Farmer to coordinate and allocate operational resources for livestock

and garden projects, ensuring task priorities are balanced with overall farm operational needs. Successful candidates will inspire people around our mission and effectively manage and allocate the operational budget, supplies, and labor.

**COMPENSATION/BENEFITS:** Commensurate with experience.

**APPLICATION PROCEDURE:** For more information, email [ewatson@bloomfield.org](mailto:ewatson@bloomfield.org) or call 248-341-6473.

**METHOD OF APPLICATION:** All applicants who want to be considered for this position, must submit an application at: <https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46154>

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