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

**Assistant Grower/Donation Coordinator**  
**Downing Park Urban Farm**  
**207 Carpenter Ave.**  
**Newburgh, NY 12550**

The Downing Park Urban Farm (DPUF) is a ~2-acre community-based non-profit farm with the goal of providing food for the City of Newburgh through growing food and flowers, and teaching residents and students to grow their own food. DPUF dedicates its work to donating excess produce to various City feeding programs through the NUFFI Produce Donation Program and selling products on the farm.

**NUFFI Donation Program:** DPUF donates the majority of the fresh vegetables and herbs grown at the farm to the local feeding programs in the City of Newburgh who are serving low-income families and older adults. Produce includes vegetables most often included in the diets of the ethnic/cultural groups in Newburgh.

DPUF also serves as a site where produce from other local feeding programs, farms and gardens is aggregated for distribution to the feeding programs. The produce is cleaned and held at the farm in a refrigerated room (Coolbot) until it can be distributed.

**Position Summary:**

The **Assistant Grower/Donation Coordinator** provides an array of activities that meet the goals of creating a viable and fruitful Urban Farm. These activities include but are not limited to: organic production, including: planting, seeding, harvesting, cultivating, soil fertility, as well maintenance of fields and raised beds and coordination of the NUFFI Donation Program.

**Reports to:**

DPUF Lead Grower

**Time Commitment:**

30 Hours/Week; Monday through Saturday  
May—end of November

**Compensation:**

\$15-\$17/Hour Dependent on Experience

**Primary Responsibilities:**

- Complete tasks that include but are not limited to seeding, transplanting, planting, watering, weeding, harvesting and mowing.
- With Lead Grower teach volunteers correct methods for harvesting, washing, packing and storing fresh produce.
- Maintain oversight of food donation schedule, matching produce donations to the schedules of the feeding programs.
- Deliver food to feeding programs throughout City of Newburgh.
- Record produce donated to feeding programs.
- Pick up and log in deliveries to DPUF of produce from other farmers, gardens and feeding programs.
- Maintain cleanliness of donation area and bins used for harvesting.

**Additional responsibilities include:**

- Participation in weekly Farm Team Meetings
- Assist in maintaining safety of site

**Qualifications and Attributes**

- Passion, knowledge and commitment to organic and sustainable vegetable production.
- Organized, motivated, and maintains a keen attention to detail and efficiency.
- Self-starter, self-disciplined, goal oriented.
- Ability to work with minimal supervision.
- Ability to work independently and as a team member.
- Ability to lift loads of up to 50 pounds.
- Ability to work in a potentially challenging environment and be adaptable.
- Have own transportation and valid NYS driver's license.

*Newburgh Urban Farm and Food is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, or any other protected class. We encourage applicants from diverse backgrounds to apply. Preference will be given to City of Newburgh residents.*

Send resumes to:

Virginia Kasinki

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