



## **Associated Students of Western Washington University**

AS Environmental and Sustainability Programs

AS Outback OELP Summer Apprentice Position (hourly)

### **About the Position**

The Outback Summer Apprentice assists in the cultivation of the Outback Farm, maintenance of the space, and success of summer programs. The apprenticeship is designed to both benefit the Outback OELP and provide the employee with hands-on education in small-scale organic agriculture.

### **About the Department**

The Outback, a joint program of the Associated Students and Fairhaven College, is a 5 acre farm and wetland restoration site. The purpose of the Outback OELP is to coordinate a wide range of opportunities for students to learn about, develop, and implement sustainable land use practices. These opportunities include personal and collaborative events and projects involving habitat restoration, organic gardening, green building, academic partnerships, independent study projects (ISPs), workshops, lectures and classes. The OELP also provides job-related skill building and community networking opportunities for students. These include serving on the Outback Governing Council, volunteering, participating in work-study, and salaried employment.

### **Term of Position**

This is a one quarter position. This position starts the Monday after the end of Spring Quarter Finals week and ends the Friday before the first day of Fall Quarter. This position is expected to work 12 of those 15 weeks. This position works an average of 15 hours per week.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Experience with and enthusiasm for organic agriculture
- Ability to work independently and responsibly
- Ability to communicate openly and work effectively with a wide variety of people
- Ability to facilitate volunteers and volunteer events
- Organizational and time management skills
- Ability to work flexible hours, including some early mornings and weekend days
- Ability to perform physically strenuous tasks, both efficiently and for extended periods of time
- Ability to work regardless of inclement weather

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **Position Responsibilities**

- Ensure that the Outback's plants and animals are properly cared for over the summer months by:
  - Assisting in the completion of all farm tasks including, but not limited to, tilling, weeding, harvesting, and seeding/planting.
  - Taking on regular shifts to manage tasks such as irrigation, greenhouse tending, and animal care.
  - Assisting the Outback Coordinator and Assistant Coordinator in farm planning and preparation for the beginning of the school year in the fall.
  - Scheduling all time off with the Outback Coordinator, Assistant Coordinator, and other employees in a way that does not leave the farm understaffed at any one time.
  - Devoting 15 hours per week to Outback projects for 12 of the weeks between the end of Spring Quarter and the beginning of Fall Quarter.
- Develop and implement sustainable land-use practices by:
  - Assisting the Outback OELP Coordinator and Assistant Coordinator in maintenance of farm space, equipment, and facilities.
  - Leading volunteers and coordinating volunteer events.
  - Serving as a resource for community gardeners and Outback visitors.
  - Assisting in the organization of any summer events and workshops.
- Ensure the proper functioning of the Bellingham Food Bank production program by:
  - Participating in regularly scheduled harvests.
  - Delivering produce to the Bellingham Food Bank.
  - Working with the OELP Coordinators to assess the success of the program.
  - Assisting in the coordination of the production effort as a whole.

### **Wage**

This position will receive a Laborer 3 wage, which is approximately \$11.00 per hour.

### **Reportage**

This position reports directly to the AS Outback OELP Coordinator.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Students is an Equal Opportunity Employer. Revised February 21, 2017.