

## GRAND TRAVERSE REGIONAL LAND CONSERVANCY

**Position Title:** Misty Acres Farm Assistant  
**Position Status:** Non-Exempt, with benefits  
**Estimated Schedule:** Average 30 hrs/week [May-Oct 40hrs/week, Nov-April 20hrs/week]  
**Date:** May 16, 2022  
**Reports to:** Misty Acres Farm Manager and Regional Land Steward  
**Wage:** \$18/hr plus benefits

**POSITION OBJECTIVE:** The Farm Assistant will assist Farm Manager with day-to-day operations of the farm and be responsible for all farm duties on days the farm manager is not present. These duties will include basic maintenance, operations of the farm, and care of the animals. This employee will be asked to assist with other Misty Acres projects as needed.

**JOB SUMMARY/DUTIES AND RESPONSIBILITIES:** This position includes assistance, on a regular basis, with general maintenance of all buildings, driveways, structures, and machinery; feeding, breeding, and care of any livestock; maintenance of the pastures, fields, and fences; the harvest of farm products; and maintaining overall appearance and security of the farm and grounds.

Primary duties will include daily care for livestock on site and any other tasks associated with running a cattle operation, help with maintenance and upkeep of buildings, grounds, fences, and other infrastructure on the property, and conducting regular maintenance on equipment and vehicles.

**EDUCATION AND EXPERIENCE:** This position requires experience working on a farm operation, including experience around large livestock, preferably cattle, as well as experience maintaining and operating various types of farm equipment.

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Relevant farm-related job training/experience
- Experience handling livestock
- Ability to operate and conduct general maintenance on farm equipment and machinery
- Basic carpentry skills
- Ability to work independently while communicating regularly with supervisor
- Ability to maintain a positive, professional, and courteous attitude
- Valid MI Driver's License and reliable transportation to the worksite
- May be required to perform other duties as requested, directed, or assigned
- Must be able to work physically outdoors on a daily basis, perform repetitive work (including stooping and bending) in inclement weather, and lift heavy and awkward objects up to 50 lbs.
- Position is subject to a background check

**WORK ENVIRONMENT:** Work shall be conducted at the Misty Acres Farm. Due to the nature of the farm operation, either the Farm Manager or Farm Assistant must complete the basic daily duties related to the care and keeping of the farm animals; this includes weekends and

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holidays. Daily care and keeping of farm animals including feeding/rotating pastures, ensuring access to water/shelter/ shade, as well as, assisting Farm Manager with routine care. Attendance at occasional off-site GTRLC meetings, events, or activities will be requested. A GTRLC fleet vehicle is available at Misty Acres Farm for work purposes.

**ESTIMATED SCHEDULE:** It is expected that the work will be performed regularly enough to achieve weekly progress, roughly 40 hours per week during the months of May through October; and roughly 20 hours per week during the months of November through April per week; averaging 30 hours per week throughout the year. Work schedule is expected to fluctuate from day to day depending on project(s) and season. The hours and amount of time committed shall not exceed 40 hours in any week.