

Green Mountain Farm-to-School Farm-to-School Coordinator, Typical Work Week

GMFTS is a fast-paced, rapidly growing non-profit environment. We have high expectations for our staff and provide a lot of training and support in return. Farm-to-School Coordinators play a leadership role in developing and delivering programs at area schools. As a member of the GMFTS team, Coordinators work closely with other staff doing similar work at other schools. GMFTS supervisors play an active role in ensuring that staff has the resources and support they need to be successful in their role. Over the course of the year, Coordinators work on a wide variety of tasks and are responsible for balancing a complicated schedule of events at their schools and their work at the office. Also, be prepared for a year of tasks that vary season to season – the specific tasks for each work week are always changing! **Occasional* evening and weekend events

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.	SUN.
8:00							
9:00	Office: Plan programming this week, return emails, prioritize packing and lesson planning, prepare for Farm Field Trip	Office: Prep to facilitate Staff Meeting	Sheep to Sweater workshop with K at Craftsbury School	Workshop: Prepare taste test with 1 st grade at Holland	Office: Program Team Meeting		
10:00		Staff Meeting		Complete taste test prep with Food Service staff		Schools: Touch base with teachers in person about upcoming programming	
11:00		Office: Emails & phone calls		Office: Emails & phone calls		Taste Test: Parsnip & Carrot Glazed Taste Test at Holland	
12:00-12:30	Lunch	Lunch	Lunch		Lunch		
1:00	Farm Field Trip: Butterworks Farm with Troy Elementary's 2 nd grade	Office: Prep for workshop and committee meeting	Office: Prep for taste test: print off recipe cards, gather cooking materials, make a cooking plan	Office: unpack from workshop, afterschool program and Taste Test, enter information into database	Farm Visit: Visit farm to prep for farm field trip	Tabling at Community Event*	
2:00		Meet with teacher at Holland re: upcoming workshop		Office work: One on one meeting with supervisor	Office: prepare for next week's programming, enter in hours into online timesheet		
3:00		Meeting: Craftsbury School Farm-to-School Committee Meeting	Run an Afterschool Program at Holland				
4:00		Office: Unpack materials, evaluate, and enter trip in database	Office: prepare for workshop the following day				
5:00							

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