

# Farm Philly is hiring!

Position: Agriculture Resource Center Specialist (RSI)  
Department: Philadelphia Parks and Recreation  
Program: Farm Philly  
Hourly Rate: \$20/hour  
Position Type: Temporary/Seasonal Employment;  
Nine (9) months in duration (full-time)  
Hiring Manager: Ash Richards

\*RSI: Recreational Speciality Instructor



## Background

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**Philadelphia Parks & Recreation** (Parks & Rec) advances the prosperity of the city and the progress of its people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. Parks & Rec promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities.

**Farm Philly** was established in 2014 and is the urban agriculture program of Parks & Rec. The program supports over 50 urban agriculture projects, e.g., community gardens, farms, food forests and orchards, on parkland. Farm Philly's mission is to connect residents to the natural world and provide opportunities for accessible physical activities while supporting the self-determination and sovereignty of communities to grow their own food. Farm Philly provides public programming, material resources, technical assistance, and support to urban agriculture projects on parkland across the City. In addition to its activities within the City of Philadelphia, Farm Philly is active in state and national food policy advocacy. Fairmount Park Conservancy is Farm Philly's non-profit fiscal sponsor that provides financial, technical, and on-the-ground support.

## Position Description

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Philadelphia Parks and Recreation has developed and published Philadelphia's Urban Agriculture Plan, *Growing from the Root*, and established early implementation projects to invest in infrastructure that provides necessary resources to growers and residents to increase long-term local food production while bolstering a culture of care-centered interdependence and self-determination across communities in the City. As part of those early implementation projects, Philadelphia Parks & Recreation's Farm Philly Program is pleased to introduce the **Agriculture Resource Center (ARC)**, a community resource hub designed to support residents engaged in public stewardship projects within the City. The Agriculture Resource Center was built on the principles of sharing and solidarity economies. More than a hub, it embodies a commitment to investing in the communities that have stewarded and cared for the land and their neighbors for generations. The Agriculture Resource Center will have many community engagement components, including **(1) tool lending library**, **(2) outdoor community gathering, workshop and training space**, and **(3) community programming** related to horticultural techniques, cultural and ancestral agricultural practices, food preservation, and land advocacy and policy. The tool lending library provides access to a wide range of tools, equipment, and resources to facilitate community garden and farm projects, fruit and nut orchards, tree plantings, and green stormwater infrastructure initiatives.

Farm Philly seeks a dedicated and passionate individual to support the operations and community engagement initiatives of the Agriculture Resource Center.

**Work Location:** Fairmount Park Horticulture Center, 100 N Horticultural Dr, Philadelphia, PA 19131

**Work Hours:** 37.5 hours/week, Monday – Saturday, with flexibility for evening events and weekend programs. Specific weekly schedules will be coordinated with farm staff and Farm Philly supervisor.

**Anticipated Start Date:** April 2025

## Responsibilities

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- Support the operations of the tool lending library, including inventory management, maintenance, and circulation.
- Provide guidance and support to community members on proper tool usage, maintenance, and safety practices.
- Support the development and implementation of a diverse range of community programs and workshops related to urban agriculture, horticulture, food preservation, and land advocacy.
- Support the coordination with local organizations, experts, and community members to curate engaging and educational events.
- Evaluate programs with the Farm Philly team effectiveness and make adjustments as needed to meet the evolving needs of the community.
- Support the cultivation of relationship building with community members, local organizations, and stakeholders to foster a sense of belonging and ownership within the Agriculture Resource Center.
- Serve as a liaison between the ARC and the public, addressing inquiries, feedback, and concerns in a timely and respectful manner.

## Competencies, Knowledge, Skills and Abilities

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- Excellent interpersonal communication skills
- Comfortable working independently and as part of a team
- Open to collaborative decision-making
- Ability to independently problem solve and seek support when needed
- Proficiency in Microsoft Office Suite and Google Platform
- Ability to work outdoors and under possible adverse conditions (heat, humidity, cold, rain)
- Ability to follow written and verbal instructions
- Strong organizational and communication skills, with the ability to effectively collaborate with diverse communities and stakeholders

## Qualifications (Education & Experience)

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- Minimum educational requirements include High School Diploma or equivalent, or an Associates Degree
- Valid Pennsylvania driver's license required (must be able to deliver produce to community partners).
- Ability to manage membership records, facilitate the orientation of new members, and provide support as needed
- Ability to learn and effectively navigate an online borrowing system platform for membership management and resource tracking
- Proven experience in planning and coordinating community events or activities
- Ability to lift 30-50 lbs.

- Strong organizational skills with the ability to work both independently and as part of a team.
- Demonstrated experience in engaging with community members, students, and volunteers of all ages and abilities
- Ability to work outdoors in varying weather conditions, including heat, humidity, cold, and rain
- Knowledge of urban agriculture, horticultural techniques, sustainable farming or Indigenous land stewardship practices
- Strong passion for community building, social justice, and environmental sustainability

## Additional Information

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- This position does not include health insurance and retirement benefits.
- Successful candidates must be a City of Philadelphia resident as a condition of employment.
- Per City of Philadelphia requirements, this position will need to complete the following clearances before beginning work: Child Abuse History Clearance, Request for Criminal Record Check, and FBI Fingerprint Clearance. The Farm Philly team is able to guide you through this process if needed.
- Interested candidates must **submit a resume to ([farmphilly@phila.gov](mailto:farmphilly@phila.gov)), including Agriculture Resource Specialist Position in the subject line.**
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

