

## Position Description

### Community Resilience Hub - Heartland RIFT Farm Hand

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#),
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references, and
5. Desired salary may be included on the application.
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The job starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### Administrative Information

**Position Title:** CRH – Heartland RIFT Farm Hand

**Position Department:** Community Resilience Hub - CRH

**Position's Department responsibilities:** The purpose of the Community Resilience Hub is to lead the continuing development of initiatives in the areas of Education, Action and Advocacy, creating and developing a place where change agents come together, engaging urgent social issues through education, individual and collective action to nurture local and global resilience.

**Position's direct supervisor:** Regenerative Agriculture Farm Instructor

**Date position last reviewed or analyzed:** July 2025

**Revised by:** Sabrina Rosario, CRH Director

**Reviewed by:** Matt Thompson, President and CEO

**Position employment status:** Full time, at-will.

## Position Information

**Position's summary:** The Farm Hand position involves working closely with our farm team to implement regenerative agriculture practices while supporting educational and community engagement activities. This role involves day-to-day physical farm work, especially in caring for animals such as chickens, sheep, and cattle, as well as working closely with the farm team to integrate regenerative practices into our animal and crop systems. The ideal candidate is enthusiastic about regenerative agriculture, comfortable working outdoors in all weather conditions, and excited to contribute to an environment that blends production with education.

**Position works with:** Heartland RIFT faculty and students and the community

**Position's staff authority:** no employee oversight.

**Position's budget authority:** does not have budget authority.

**Position's physical working conditions:** indoor and outdoor work will be required.

**Position's unusual hazards or working conditions:**

Regenerative agriculture field work:

- Performing general farming labor outdoors
- Adhering to USDA and FDA food handling regulations to ensure a food-safe product.
- Tending animals in a safe and humane manner, using best practices to humanely slaughter animals and process food products, such as meat, dairy and produce.

Climate-controlled office and classroom:

- Standing, sitting, stooping, walking, seeing, hearing, keyboarding, filling, planning, executing plans, and other similar physical motions and activities are a usual part of the job.

**Position's equipment:** All Personal Protection Equipment necessary for the execution of the farm hand job will be provided.

**Position's work schedule:** 40 hours per week - may include evenings and weekends.

**Position's travel requirements:** Heartland RIFT farm and Quail Creek Family Farms or other assigned locations, and other state, regional, or national travel as approved by supervisor.

## **Position Duties and Performance Standards**

### **Position's essential duties:**

#### **Livestock Duties: 35%**

- Daily care of livestock including feeding, watering, mucking, and health checks
- Assist with rotational grazing, fencing, and pasture management
- Support animal welfare through observation, record keeping, and coordination with the Regenerative Agriculture Farm Instructor and veterinarian when necessary.
- Maintain cleanliness and safety in animal areas

#### **Crop & General Farm Duties: 35%**

- Support regenerative cropping practices including planting, weeding, mulching, composting, and harvesting
- Assist with compost system and manure management
- Operate basic farm tools and machinery (training provided if needed)
- Help maintain fencing, irrigation, and other farm infrastructure

#### **Educational Support: 20%**

- Occasionally assist with farm tours, school groups, and public workshops
- Model safe and respectful interaction with animals and farm equipment for students and occasional visitors and volunteers
- Help prepare spaces for educational programming

#### **Other duties as assigned: 10%**

**Position's performance measures and standards:** Actual performance standards (goals) for each measure will be set in consultation with the position holder, and regular performance reviews will be scheduled with their supervisor.

## **Position Qualifications**

### **Required:**

- Interest in regenerative agriculture, livestock care, and sustainable food systems
- Comfortable working with animals and in outdoor environments in all weather conditions
- Ability to lift 40+ lbs, perform repetitive tasks, and work physically for extended periods
- Good communication skills, willingness to learn, and ability to take initiative

### **Preferred:**

- Experience working with livestock or on a diversified farm
- Familiarity with holistic grazing, pasture rotation, or animal husbandry practices
- Interest or experience in farm-based education, mentoring, or volunteer engagement
- Basic fencing, carpentry, or mechanical skills
- Self-starter with the ability to prioritize multiple activities.
- OSHA or other appropriate farm-based equipment training, or willingness to acquire such training.

### **Certification/Licenses:**

- Valid driver's license

### **Knowledge, skills, abilities, and attitudes – KSAA's:**

- Excellent customer service skills
- Demonstrated ability to manage effectively and friendly interpersonal and working relationships in a team setting.
- Demonstrated ability to use planning and scheduling software, preferably Outlook.
- Demonstrated ability to manage and maintain physical and electronic files.
- Demonstrated professional oral and written communication skills, especially in creating, composing, and editing written and visual materials.
- Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
- Demonstrated problem solving and abstract thinking skills.
- Demonstrated ability to produce high quality work while working independently.
- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated alignment with the mission and vision of KWU and CRH.
- Demonstrated proficiency in using Word and Excel.
- Demonstrated punctuality and reliability in attendance.

## **NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS**

1. This job description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this job. Duties and performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or university requirements.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University.