



Farm Manager Certification Program

Section 2: Management

Rev.: 1

Status: FINAL

Effective Date: 2022-06-01

SUMMARY

The Farm Management Knowledge Area for the Grow Calgary Farm Manager Certification Program includes the following tasks:

1	Conducting an Introductory Circle (Land acknowledgement, names, pronouns, activity)
2	Conduct a Safety briefing at the onset of a shift
3	Build teamwork and awareness
4	Facilitate Post-shift Discussions
5	Record Volunteer Labour Hours on the Google Drive
6	Recruit volunteers to join the Small-Scale Agricultural Farm Management Certificate Program
7	Connect volunteers with the Rapid Ride Share Program



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1 PURPOSE

This document outlines the Management Area for the Grow Calgary Farm Manager Certification Program. This section of the program has been developed to allow the participants to understand the management tasks associated with the Farm Manager Role. To ensure the farm is successfully managed, there are key tasks that should be conducted on the farm on a daily basis.

2 LEARNING OUTCOME NO. 1: INTRODUCTIONS ON THE FARM

When a group of volunteers has arrived at the farm, it is important to conduct a round of introductions, learn about the volunteers including their name, experience level with farming and whether they have been to the Grow Calgary Farm.

When conducting an Introductory Circle start by making a Land acknowledgement, review names and pronouns, and discuss the planned activities for the day.

Provide a brief introduction to Grow Calgary Farm:

“Grow Calgary is a community farm founded in 2011 that donates 100% of what is grown to food access programs and individuals experiencing food insecurity. We utilize agroecology farming practices and are a volunteer-led organization. Along with donating our produce, we advocate for system-level change to address food insecurity in our communities and provide education on this issue as well small-scale farming to people of all ages. Everyone has fundamental rights to food. Our ultimate goal is that everyone has consistent and dignified access to healthy, local food.”

Provide a Land Acknowledgement (you can use your own):

“We grow on the traditional and unceded territories of the Blackfoot Confederacy comprising of the Siksika, the Piikani, and the Kainai First Nations, the Tsuut’ina First Nation, and the Stoney Nakoda including the Chiniki, Bearspaw and Goodstoney First Nations. This territory is also home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland. As settlers and uninvited guests, we are grateful for the opportunity to grow and educate on this land which has been stewarded by Indigenous Peoples for millenniums.”

3 LEARNING OUTCOME NO. 2: SAFETY BRIEFING

Conduct a safety briefing with the group, review the general hazards on the farm and any hazards that are specific to the farming activities that will be completed that shift.

Indicate to volunteers where the first aid kit is located, what PPE should be worn, and who they should contact if there is an emergency. This is outlined in Section 1 - Safety. Review farm policies like “no harm on the farm”. Give a general orientation of farm amenities like port-a-potty, info trailer, tool shed, and seed shed.

Ensure all participants have access to drinking water and are taking breaks throughout the shift.

4 LEARNING OUTCOME NO. 3: BUILD TEAM-WORK & AWARENESS

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The most effective team leaders build their relationships from trust and loyalty. We are all continuously learning and it is important to consider each volunteer's ideas as valuable.

Be clear and open to suggestions when communicating. Clarify directives and encourage people to ask questions.

Mediate and resolve minor disputes; point continually toward the team's higher goals.

Encourage trust and cooperation. As the team begins to take shape, pay close attention to the ways in which team members work together and take steps to improve communication, cooperation, trust, and respect in those relationships.

Encourage team members to share information. Emphasize the importance of each team member's contribution and demonstrate how everyone works together to move the entire team closer to its goal.

Delegate problem-solving tasks to the team. Let the team work on creative solutions together.

Make sure that you have a clear idea of what you would like to accomplish; that you have established general time frames; and that team members understand their responsibilities.

4 LEARNING OUTCOME NO. 5: FACILITATE POST-SHIFT DISCUSSIONS

As many volunteer activities can take place concurrently, it is important to have the volunteers reconvene at the end of the day to reflect on the work completed during their shift.

At the end of each shift all volunteers should be gathered to discuss:

- What activities were completed?
- "A.R.K" - anything to Add, Remove and Keep from your shift
- Record in the Farm Log book and check off completed tasks on the white board
- Communicate via white board or text message to Farm Managers where applicable

5 LEARNING OUTCOME NO. 6: RECORD VOLUNTEER HOURS & ACTIVITIES IN LOG-BOOK

Volunteer Names	Start Time	End Time	Hours Contributed	Activities Completed

6 LEARNING OUTCOME NO. 7: PROMOTE RAPID RIDE-SHARE PROGRAM

Many volunteers may struggle with accessing the farm on a regular basis. It is recommended that volunteers attempt to carpool with others who are located in similar areas in the city. Ride-sharing Facebook group through Grow Calgary is established to promote ride-sharing for individuals living in the same quadrant of the city.