



Farm and Land Manager Job Description

The Farm and Land Manager (Manager) oversees all day-to-day operations of the Van Vleck Farm and Nature Sanctuary grounds, a diverse educational farm and environmental learning destination. The facilities include a demonstration animal barn with small numbers of animals that may include: chickens, ducks, geese, turkeys, pot belly pigs, quail, sheep, goats, donkeys, ponies, a zebu and rabbits. The Manager supervises and coordinates SAE student volunteers in the ongoing operation of the farm. The nature preserve contains eight buildings on 200 acres of land, including three ponds. The manager's duties include but are not limited to lawn care, snow removal, leaf clean up, trail maintenance and general land management activities. The Manager participates in and supports the ongoing educational activities and operations of the Nature Center and Land Trust in coordination with the Flanders staff, Van Vleck Committee and Land Management Committee. Reports to the Executive Director

Full time: Salary with Benefits \$42,000-45,000 depending on education and experience

Responsibilities include but are not limited to:

1. Farm Job Functions

- Perform and or coordinate all activities needed to maintain a small animal working farm year round
- Supervise all aspects of the North Barn facility. Manage animal care, barn and pasture maintenance/upkeep; perform related tasks and/or direct/oversee staff and volunteers in doing so.
- Supervise area volunteers
- Work with staff to coordinate summer camp, field trip and special event farm activities at the farm
- Manage the selection, management and direct care of all animals in the program. Responsible for the identification, procurement, intake, maintenance and disposition of animals, including but not limited to feeding, providing health care, cleaning stalls, maintaining paddocks and performing any/all care tasks as needed
- Serve as the liaison to veterinarians and other specialists needed to maintain animal health
- Order all supplies utilized in barn area- identified most economical sources for feed, hay and supplements
- Responsible for proper maintenance of the barns, equipment and tools utilized in the farm area

- Govern and coordinate the overall farm area activity schedule with the program coordinator
- Participate and sometimes lead farm special events and public tours
- Other duties as assigned

2. Land Management Job Functions:

- General care of the grounds on the Van Vleck Campus
- Management and clearing of beaver debris near dam outlets on Van Vleck Campus
- Perform general facility maintenance and yearly inspections (water, fire prevention, etc.)
- Lawn care, leaf removal, and snow removal
- Ensuring a safe landscape for participants including: path and trail maintenance
- Coordinate with Flanders Garden Committees and other committees on tasks that need assistance.
- Help with student groups that come to visit and volunteer at Flanders
- Coordinate student projects that benefit the Van Vleck Campus and Flanders properties (Eagle Scouts, Interns, etc)
- Perform field maintenance and trail maintenance on Flanders properties outside of the Van Vleck Campus in coordination with the Land Management Committee
- Operate Truck, Tractor, Brush Hog, Lawn Mower and related vehicle and equipment
- Perform all activities needed to ensure successful community events
- Other duties as assigned by the Executive Director

Required position skills and knowledge.

1. Experience in agriculture, farming, land management or related areas and equipment maintenance experience preferred
2. Experience working with and caring for live animals
3. Must pass a background check for working with children, be first aid certified (or obtain certification within 30 days of employment) and hold a valid driver's license
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist animals and the public in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of the farm.
5. Be physically able to carry routine farm supplies of 60lbs on a daily basis
6. Excellent communication skills
7. Ability to work independently and efficiently, and meet deadlines all year
8. Ability to work well with others: staff, volunteers, and the public.

June 9, 2025