



Semester/Year: Spring, Summer, Fall
2012
Number of Open Positions: 1

Volunteer Job Description – Intern or Practicum Student

Request Date: January 2012

Job Title: Record Keeping Assistant

Objective: Create record keeping system for sales and harvest weights; teach and assist refugee farmers in accurate recording and aggregation of harvest weights, produce sales and client data; assist in managing client savings accounts

Department: Global Farm

Volunteer Supervisor: Whitney Sewell, Farm Program Coordinator

Location: International Institute of Saint Louis

Time commitment: 5-10 hours per week

Responsibilities: Create record keeping system for sales and harvest weights; teach and assist refugee farmers in accurate recording and aggregation of harvest weights, produce sales and client data by working closely with refugee farmers who may have low English speaking skills; to assist in managing client savings accounts

Qualifications: Multi-lingual or experience working with refugees, self-starter, advanced knowledge of record keeping technology such as Sales Force or Excel, basic knowledge of business and personal finance

Training Requirements: General introduction to the farm program, farmers, and curriculum given by the Farm Program Coordinator

Benefits to Volunteer: You will have the benefit of working closely with farmers from around the world to turn their knowledge of farming into a business that contributes to the economic and food stability of Saint Louis. You'll also gain experience in working within the up-and-coming field of Urban Agriculture. Other benefits include farm fresh produce and perhaps learning a new language from our international farmers.