

# The Farmory Volunteer Program Developer

**Purpose:** If you are passionate about providing help to those in need, developing processes to grow a nonprofit organization, and love food, The Farmory Volunteer Program Developer is the perfect volunteer position for you! The Farmory will be an indoor, organic sustainable farm that uses aquaponics grow systems to thrive. The Urban Partnership Community Development Corporation, in partnership with NeighborWorks Green Bay, is searching for a dedicated volunteer with a background in social work, or Human Resources (or related work experience). The Farmory Volunteer Program Developer will research and develop SMART Goals orientation process and design follow up case management procedures for their volunteer program.

**Location:** This position will take place at NeighborWorks Green Bay (437 S. Jackson St.). Upon agreement with the supervisor and the volunteer, some of the research can be conducted remotely.

**Supervisor:** Alex Smith, Program Director

## Key Responsibilities:

- Assist in identifying and researching Green Bay low income community needs
- Assist in identifying and researching Green Bay Veteran community needs
- Help design SMART Goals orientation process
- Assist in the design of case management system to guide volunteers and follow up on former Farmory volunteers
- Brainstorm and help write Farmory community outreach program outlines
  - Entrepreneurial and job training programs
  - Volunteer training programs

## Qualifications:

- Internet research experience
- Social Work, Human Resources, or Non Profit Background, or related field
- Attention to detail
- Ability to work independently or as part of a team
- Excellent organizational skills and effectiveness in task and time management
- Expert verbal and written communication skills

## Training:

- Training will be provided

## Time Commitment:

- An average of 10 hours a week

The Farmory is a non-profit urban farm that utilizes innovative aquaponics technology. This indoor farm will grow job and entrepreneurial opportunities as well as increase access to locally grown food. The Farmory is driven by dedicated volunteers and supportive Green Bay area residents. It is a project of the Urban Partnership Community Development Corporation in collaboration with NeighborWorks Green Bay. If you are interested in learning more about the developing project or are interested in this volunteer position, please call Alex Smith at (920) 448-3078 or email her at [alex@nwgreenbay.org](mailto:alex@nwgreenbay.org). Visit our website [www.farmory.org](http://www.farmory.org) for more information.