



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Laborer

DEPARTMENT: Maintenance & Field Support Staff

LOCATION: Food Distribution Building – Tribal Complex

REPORTS TO: FDPIR Program Director

JOB SUMMARY:

Laborer will help build and maintain a community Garden and Nutrition Education Program. Will work with elders and children to support their abilities to grow healthy and fresh food. This position may work outside of the normal work week.

CORE DUTIES AND RESPONSIBILITIES:

1. Provide assistance in building and maintaining the community garden.
2. Support individuals who participate in building and cultivating the community garden.
3. Assist in installing garden structures and pathways.
4. Work with individuals to coordinate their involvement in the gardens and kitchen.
5. Assist with activities and learning opportunities in the garden.
6. Assist with the distribution of gardening supplies – seeds, plant starts, winterization materials, educational materials.
7. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.

2. Knowledge and experience with organic vegetable gardening and/or farming. Work experience demonstrating program/community development skills.
3. Knowledge and experience with carpentry and/or construction.
4. Creative problem-solving abilities. Conflict resolution skills.
5. Have the ability to follow oral and written directions, and prioritize multiple tasks.
6. Must have communication skills, both oral and written, to interact with staff, participants, and other individuals regarding program.
7. Proven ability to work well with families and children, and must have positive interaction skills.
8. Working knowledge of light and some heavy equipment relating to gardening and outside work.
9. At times, must be able to work with little or no supervision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and light/heavy equipment. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Indian Preference applies. This position may work outside of the normal work week. Direct Deposit is required.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.