# Knox County Farm Bureau

**2022 Ag in the Classroom Coordinator Position Description**

The Agricultural Literacy Coordinator will be responsible for providing and creating science-based curriculum material, presentations, and training opportunities to audience’s ages Pre-K through adult. The coordinator will be responsible for agricultural, environmental, natural resource programs and other curriculum.

The Coordinator will be paid an hourly wage set by the Knox County Farm Bureau Manager, with approval from the Knox County Farm Bureau Board of Directors. The Coordinator will need to turn in monthly mileage reports and will be reimbursed at the IRS allowable rate. The Knox County Farm Bureau will pay for any conference or meeting registration fees and hotel expenditures. The Knox County Farm Bureau will not pay for travel time, but for time spent in the classroom, meetings, conferences, etc.

**Office Location:** Knox County Farm Bureau

180 S. Soangetaha Rd., Ste. 101

Galesburg, IL 61401

**Geographic Area:** Serving all schools and Ag Literacy projects within Knox County Specialized Classrooms: *Third through Fifth* grade classrooms

**Position Title:** Agricultural Education Coordinator

**Report to:** Hailey Weyhrich, Executive Director

Knox County Farm Bureau

Knox County Farm Bureau Board of Directors Knox County Farm Bureau Foundation

Education & Outreach Task Force

**Employment:** Part Time (approximately 20-25 hours per week)

# Responsibilities:

Review current agricultural education efforts and materials and implement improvements to meet Farm Bureau’s agricultural education goals.

Continue to gain access to teachers and educators in Knox County. Recruit and train volunteers to assist in the program.

Continue to explore ways to gain additional support for the program in Knox County from Illinois Farm Bureau, commodity groups and other organizations in the form of funding, time and materials.

Cooperate with Farm Bureau Education & Outreach Task Force on the development and execution of programming.

Publish and distribute a quarterly newsletter for teachers to inform them of opportunities, information and resources available to them.

Participate in district and state Ag Literacy Coordinator meetings and Illinois Farm Bureau Ag Literacy programs.

Identify existing programs and activities being conducted in Knox County and aid those programs and activities.

Provide training opportunities for teachers, administrators, guidance counselors and others. Coordinate the Ag Day for Kids, held annually in March.

Coordinate the Meats for Schools program.

Coordinate the Adopt-An-Animal program for schools.

Visit our Adopt-A-Classroom in Chicago at least once a year (if possible) and correspond with the classroom on a regular basis.

Coordinate Touch a Truck efforts.

Assist with Farm Safety Camp, held bi-annually during the summer.

Assist the Knox County commodity organizations, the Knox County Farm Bureau Education & Outreach Task Force and Knox County Farm Bureau Young Farmers with their commodity promotions and Ag literacy efforts.

Develop a network of key teacher contacts and adult volunteers for facilitating communications and distributing promotional materials.

Develop and implement a variety of methods to reach targeted audiences (field trips, demonstrations, presentations, media, newsletters, exhibits, contests, etc.).

Assist participating organizations and individuals with the organization of the Summer Ag Institute.

Consult the Knox County Farm Bureau manager on projects and resources that require funding over $50.

# Evaluation:

The coordinator, with assistance from the Knox County Farm Bureau manager, shall complete the Illinois Agriculture in the Classroom County Agricultural Literacy Coalition Annual Report & Continuation Grant Proposal. The report shall include the following:

1. summary of all training programs and presentations conducted for administrators, teachers and students
2. narrative summary of each completed activity, the grade level reached, the administrators and/or teachers involved, and the number of students and adults reached
3. budget comparison of project income and expenditures

The coordinator shall deliver monthly reports to the Knox County Farm Bureau manager. The reports shall summarize the following:

1. monthly activity report that includes:
   1. number of hours spent with activities
   2. projects/programs initiated and completed
   3. resource materials distributed to administrators, teachers and students
   4. number of administrators, teachers and students reached
   5. explanation of planned future activities
2. expenditures and mileage for the month

Evaluations shall be conducted at the conclusion of all workshops and classroom presentations.