

Farm to School Coordinator Job Description Template



How to Use this Template

This position description template is designed to support schools, districts, and community-based organizations in creating a Farm to School Coordinator role that fits their unique needs. Follow through the steps below and use the linked Google Document to easily copy & paste content that you need.

What's Inside:

You'll find a sample job description, including core responsibilities and qualifications, all informed by field experience and national best practices.

How to Use It:

Use the tips and suggestions on this first page to shape the role based on your priorities, staffing capacity, and local context. Then copy and customize the editable Google Doc, linked below, to build a version that works for your program.



Customize based on the role scope

Title the position based on your context: "Coordinator" may work for school-based roles. "Manager" or "Specialist" may suit district or multi-site positions.

Consider role's time contribution

Decide on work hours: This template works for both full-time and part-time roles. Remove or adjust responsibilities accordingly.

Think about your school's priority areas for farm to school

Use tips and resources highlighted on this template to prioritize **key areas based on capacity** (e.g., focus only on school gardens or on local procurement).

Make it your own!

Be sure to fill in details and complete sections. Add **local examples** of partners, farms, or programs where relevant.

[Click Here to Make a Copy of the Template](#)



HELPFUL TIPS AND RESOURCES

1

Familiarize yourself with the template: Review the Template link above and identify areas that will require **unique details about your school or district**.

2

Provide an overview: Enter **information about your organization** or school district. Include details about your school size (i.e. number of students and staff), general commitment about nutrition and wellness.

3

Define farm to school: Farm to school enriches the connection communities have with fresh, healthy food and local food producers by changing food purchasing and education practices at schools and early care and education sites. **Farm to school involves procurement, gardens, and education.** Get creative with how your community defines farm to school.

4

Describe the position: The Farm to School Coordinator will play a key role in connecting local food with schools to provide fresh, healthy food for students while promoting agricultural education and sustainable practices. This position will support the implementation and sustainability of the school district's farm to school program.

Describe which department and/or team this position will belong in and the working relationships this position will need to have with other departments and teams.

5

Expand where you're at in programming: Depending on where you may be in your farm to school program implementation, consider using language from the following three categories: **Design & Implementation, Evaluation, and Program Sustainability.**



6

Provide details about the essential duties and responsibilities:

This is where you will include how the position can align with your school's mission and values. Describe how the position can support aligning nutrition and health education with your state or local academic standards.

7

Highlight local partners and businesses: Farm to School

Coordinators can help build and maintain relationships with local growers, producers, and partners to support sourcing and menu planning.

Final Considerations

Part-time roles may focus on a subset of the responsibilities listed in the template (e.g., only Garden Education or Local Procurement).

Use the "Required vs. Preferred" format in the template to make your posting inclusive and accessible. Consider which skills can be taught on the job, versus which are essential on day one. Encourage candidates with lived experience and non-traditional pathways to apply.

Refer to the [USDA Farm to School Planning Toolkit](#) to help you further expand your Farm to Coordinator position scope of work.

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