

2011 EARTH-SHARES CSA WORK-SHARE PROGRAM

PURPOSE

The purpose of work-shares is to build community, complement the paid gardeners' time, and fulfill some administrative tasks. Work sharing lowers the cost of vegetables for participants and allows them to experience the organic garden. Since much of the gardening work is repetitive with extensive kneeling and bending, the use of many workers eases the physical burden on the staff gardeners. Workers with gardening experience can expand the gardeners' perspective.

JOBS

The vegetable distribution on Wednesdays and Saturdays requires people for set-up, monitoring, and cleanup. Likewise, we need Harvesters on Tuesday evening, Wednesday morning, Friday evening, and **EARLY** Saturday morning.

Other work can be done any day (morning, afternoon, or evening) and includes transplanting, weeding, watering, tomato pruning/tying, potato/onion pulling, bean picking, and cultivating.

Administrative jobs include newsletter editor, webmaster, membership coordinator, work-share coordinator, and treasurer. All of these positions are currently filled.

If you wish to retain the job/schedule you had last year, please notify Susanna directly, as soon as possible, so she knows to hold your job for you.

WORK SCHEDULE

Members purchasing a full share work a total of 30 hours through the whole season. Members purchasing a half share work 18 hours which can be scheduled for early season, mid-season, or late season. Workers may choose to be scheduled for long work sessions (3 hours, every other week) or short work sessions (1.5 hours every week.) There are sample work calendars in the workshare applications.

A schedule is set up to spread workers over the entire season and to create some sense of order. The concept is for people to work the scheduled times and not to fulfill the hours as quickly as possible. The system is somewhat flexible and can be adjusted for bad weather, illness, appointment conflicts, etc. However, distribution and harvest work is very time sensitive and requires reliable attendance. Gardeners count on people to work as scheduled, and often reserve specific tasks for specific people. Workers are not strictly "interchangeable."

SIGNING UP

Workers may request the work time/s that best fit their schedule and job interest (part of season, day, time of day, session length). The application form will ask for all possible, desired work times and the Workshare Coordinator will assign people based on all the requests, with the goal of matching workers to all the times when the gardeners need help. Applicants with a wide range of availability are helpful to the coordinator for filling in schedule gaps. If you want to do harvest or distribution work, you will need to be available at those times (see jobs above). Earth-Shares staff reserve the right to choose applicants for working shares based on availability, ability, and previous reliability.

Individuals will be notified of their own work assignment, and a complete schedule will be hung in the Milk and Honey House. Please remember that everyone is expecting you to come when you are scheduled. If you can not make it we ask to know in advance.

WORK PARTNERS AND CHILDREN

Many members like to work at the farm with a spouse, significant other, friend, etc. Members who wish to work together with a partner must note that when applying. The share will be scheduled for the season with the understanding that the member will come with a partner each time s/he is scheduled to work. Since people working in tandem cut the weekly or bi-weekly session time in half, it is preferable to the farmers for partners to choose long sessions – selecting a 3 hour session for two simultaneous workers means the two people will work for 1.5 hours each.

As part of our community-building mission, children are welcome to accompany their parents to the farm. Depending on interest and attention span, children may participate in the work. Others may play within sight of a parent. We assume parents will adjust their logged work hours for non-work time spent with children's needs. Parents should be aware that there are possible sources of danger at the farm – electric fence, barbed wire, insects – and factor this in to their expectations of time needed to supervise children. Work done by older children may count toward sharer's hours only at the discretion of the staff gardener.

KEEPING ON TRACK

Once the work calendar is set, we depend on people to come as scheduled. Working members must hold themselves accountable to working their scheduled shifts. The work calendar will be hung in the Milk and Honey House so work-sharers can check for their upcoming work shifts. Farmer Steve relies on his cell phone to keep in touch and make adjustments as needed. Please call Steve as soon as possible with work time conflicts. Changes must be marked on the Milk and Honey House calendar. Missed time may be rescheduled or made up on work event days announced in the newsletter or by e-mail.

Members record their work hours in a log book in the Milk and Honey House. If you work with a partner remember to record the total time worked – if two people were working for 1.5 hours, log 3 hours. At the end of the season, members will be billed \$10/hour for all unworked hours. Failure to work a significant number of hours may result in a member being denied a working share the next year.

QUESTIONS

For questions about the garden work contact:

Steve Edwards at 706-4792 (cell) or stedwards@fuse.net (non-urgent matters only)

For questions about workshare or scheduling contact:

Susanna McClelland-Leithart at (740) 360-2201 (cell) or sannamcc@yahoo.com (non-urgent matters only)

2011 EARTH-SHARES WORK APPLICATION

Be sure to read the entire application and sign it, indicating that you understand your responsibilities as a working shareholder.

Please return your completed workshare application as soon as possible, as scheduling must be completed soon. Thank you. Send your application to:

Susanna McClelland-Leithart, Workshare Coordinator, Earth-Shares CSA, 932 O'Bannonville Rd., Loveland, OH 45140

2011 Earth-Shares CSA Workshare Application (Full Share = 30 Hours)

Name _____ E-mail: _____

Address: _____

Home Phone: _____ Cell phone: _____

Working Partner's Name (if applicable) _____

Working Partner's Home Phone: _____ Working Partner's Cell phone: _____

1. Indicate the **frequency** that you would like to work.

_____ Option 1. **EVERY WEEK : Work 1 hour 30 minutes per week for 20 weeks**

_____ Option 2. **EVERY OTHER WEEK : Work 3 hours every other week – 10 shifts over 20 weeks**

FULL SHARE (30 Hours) work schedules

Weeks Beginning

	May			June			July				August			September			October						
	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16
Full Season – 1.5 hours every week				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Full Season – 3 hours every other week				x		x		x		x		x		x		x		x		x		x	

2. Indicate the **days** and **times** you prefer to work. We will assign **one** specific day and time per share. Remember that our greatest needs for labor are on Tuesday, Wednesday, Friday and Saturday. *If you would like to work on Saturdays as a harvester you must be at Grailville by **8:30 AM!***

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
AM 9:00- noon							
Mid-Day Noon-5:00							
PM After 5:00							

3. **Short notice projects** - We need a small group of people who can be called upon on short notice. Sometimes projects that come up suddenly because of weather events or other unexpected conditions in the garden that require a quick response. This short notice work will be counted toward your work requirement. It is helpful for people on the "short notice" list to live relatively close by and have a flexible schedule.

If you can be available for short notice projects:

_____ Yes, I can be called

_____ Yes; I can be e-mailed

4. Specific jobs – please indicate any interest in the following jobs:

_____ Wednesday Set-up (3-4 pm)

_____ Wednesday Q&A person (4-6 pm)

_____ Wednesday Clean-up (6-7 pm)

_____ Saturday Set-up (11a-12 noon)

_____ Saturday Q&A person (12-2 pm)

_____ Saturday Clean-up (2-3 pm)

_____ Tuesday Night Harvest

_____ Wednesday Morning Harvest

_____ Saturday Morning Harvest

There may be weeks you can't work due to vacations and other commitments. Those weeks can be made up by working additional or longer shifts in coordination with the workshare coordinator, Susanna McClelland-Leithart. If you know specific dates that you will be unavailable to work, please indicate those in the space below. Call Steve Edwards at (513)706-4792 for short notice work commitment problems.

Signature _____