



Mary Help of Christians Center

6400 East Chelsea Street
Tampa FL 33610
(813) 626-6191
www.mhctampa.org

Job Description

Position Title: Farm Coordinator (Part-time)

Hours: 30 hours per week (with seasonal flexibility)

Trial Period: 3 months

Location: Mary Has a Little Farm at the Mary Help of Christians Center

Reports To: Director of the Mary Help of Christians Center

Position Summary

The Farm Coordinator combines administrative and leadership responsibilities with hands-on animal husbandry to create a safe, welcoming, and educational environment for all who visit. This position oversees daily operations of the farm, ensuring the highest standards of cleanliness, animal care, hospitality, and program coordination.

Key Responsibilities

- **Communications & Outreach**
 - Respond to emails and phone inquiries.
 - Oversee website updates and social media presence.
 - Promote farm programs and services through digital platforms.
- **Guest & Program Management**
 - Manage reservations and bookings for field trips, events and service groups.
 - Greet and accompany visiting groups with hospitality and professionalism.
 - Provide engaging educational experiences for guests.
- **Leadership & Coordination**
 - Manage, train, and schedule staff and volunteers.
 - Coordinate and facilitate field trips, special events and service groups.
 - Supervise seasonal help and ensure smooth operations during peak times.
- **Animal Care & Facility Management**
 - Ensure daily care, feeding, and monitoring of barn animals.
 - Ensure clean, safe, and orderly barn facilities.
 - Monitor animal health and ensure basic medical care.
 - Ensure barn meets and maintains annual certifications.

Qualifications

- Strong leadership and communication skills.
- Love animals and working with people.
- Demonstrate professionalism and ability to provide excellent customer service.
- Excellent time management and organizational abilities.
- Experience in animal care and basic veterinary/medical care.
- Specific knowledge and hands-on experience with horses required.
- Ability to perform physical tasks, including lifting up to 50 pounds.
- Comfortable working outdoors in all seasons.
- Dedication to the mission and values of the Salesians of Don Bosco.
- Flexible availability with seasonal variations in weekly hours.
- **Must** live in close proximity to the barn.

- **Must** pass a level II background check.
 - **Must** complete the Salesians of Don Bosco and Diocese of St. Petersburg Safe Environment Trainings.
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Compensation & Benefits

- Part-time position, 30 hours per week (will vary during high and low season)
 - \$18-20 per hour, commensurate with experience.
 - Position will be official following a successful 3-month trial period.
 - Meaningful work environment rooted in faith, service, and community.
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About Us

Like Don Bosco, we educate, evangelize and accompany young people, fostering life skills and empowering disciples for God's Kingdom. Our farm is called Mary Has a Little Farm and was established in 2018. It serves as a unique learning experience for school field trips, special events, and service groups, while caring for a variety of animals including horses, pigs, rabbits, chickens, sheep, cows, and more.

How to Apply

Interested candidates should submit a cover letter and résumé with at least 3 references to:
[swatkins@mhctampa.org]