



Groveland Farm

Tract 7, Swamp Drive, Groveland, FL, 34736

Volunteer Policy and Procedures Manual



The purpose of this policy manual is to maintain a safe and positive experience for Infinite Zion Farm's volunteers, employees, Board of Directors, and you! This manual will help set clear expectations and information that will set you up for success. We're excited to have you join us on this impactful journey!

Organizational Overview



Zion Farms & Market Inc. (dba Infinite Zion Farms) is a 501 (c)(3) non-profit organization.

Our mission is to fight against hunger and disease by providing access to fresh produce and nutritional education for the urban community.

Our goal is to provide access to organic produce to our community. Through gardening urban youth are also able to experience nature in a way they likely have not before. Kids and adults alike can join us and learn about basic agriculture education, environmental protection, and sustainability.

Our Impact

Zion Farms & Market started in 2016 on a 20-acre farm in Apopka, FL. Our hard work began in an abandoned garden with 9' tall grass & weeds, a vision and passion.

Realizing that South Apopka is a food desert with little access to organic fruits and vegetables within a 10-mile radius, we brought produce & resources to the area. Better yet, residents were able to see where their produce comes from, pick and purchase on the spot. We also taught gardening, sustainability means & methods utilizing organic – chemical free nutrients.

Now, our platform isn't just a market -- it's a movement! We collaborated with other urban farmers in the Central Florida area and formed Infinite Zion Farms, an alliance owned and operated by our non-profit 501(c)(3) organization, Zion Farms & Market.

Under Infinite Zion Farms, we broke ground in October 2019 at our third urban garden in the heart of Paramore and we have already started to establish positive connections with the community through our love of gardening. Our goal is to establish urban farms throughout Central Florida and be an affordable source of organic produce and education to our community at large.

Volunteer Program Philosophy



Dedicated and committed volunteers are the backbone of Infinite Zion Farms. Our philosophy believes that when you bring wellness, opportunity to make a difference, and locally sourced produce it can build a strong community and make an impact on future generations. Whether it is sorting food on our farm, pulling weeds, setting up for an event, or joining a committee, you can make a big difference to your community by donating your time to Infinite Zion Farms.

The Infinite Zion Farms Bill of Rights

As an Infinite Zion Farm volunteer, it is your right:

- To be assigned a task which contributes to our mission
- To be treated with respect as a valued team member
- To request documentation confirming your volunteer work
- To refuse any work which is not safe, or you do not feel comfortable doing

As an Infinite Zion Farm volunteer, it is your responsibility to:

- Eat a good meal to give yourself strength and endurance for the day (plan to volunteer a minimum of *three hours* during volunteer days in the garden)
- Show up on time and come prepared to volunteer for all shifts you've committed to
- Conduct yourself in a respectful and safe manner
- Share health or undesirable condition concerns with Infinite Zion Farm's staff
- Provide chaperones for youth groups
- Bring protective gloves (if desired)
- Bring a bottle of water to stay hydrated

Infinite Zion Farm's Volunteer Procedures

Recruitment

When volunteers are needed for an event, campaign or daily operations positions are posted on the Infinite Zion Farm's website.

Screening

Each volunteer position requires different skills, interests, and commitment. Volunteers will be accepted for a position based on availability, their fit for the specific task, determined by the Volunteer Program Department. Depending on the position, volunteers may be asked to fill out an application and do an interview, either in-person or over the phone.

Orientation

All volunteers receive general orientation for their position. One time volunteer opportunities for events and campaigns will often have an orientation session. For daily operations positions, volunteers will receive training on their first shift and additional training whenever they are assigned a new task.

Greenhouse and driver's assistant volunteers are also required to complete a waiver before they begin volunteering.

Volunteer Hour Logs

Volunteer logs are kept electronically, so it is important to make sure at the start of your volunteering experience you check in with an employee to make sure that your hard work is being recorded. This is beneficial for Infinite Zion Farms and you! Volunteering at Infinite Zion Farms can expand your opportunities with scholarships, future jobs, and networking.

Volunteer Hour Sheets, References and Confirmation Letters

Volunteers may request a letter to confirm their placement with Infinite Zion Farms or their total hours of service contributed during a specific timeframe. These requests should be submitted to the Volunteer Program Coordinator with at least one week notice to prepare the document. Volunteer Forms can be filled out by the Volunteer Program Coordinator or the direct supervisor of the volunteer. Any volunteer request for proof of volunteer hours should be submitted in writing with at least one week's notice.

Reference Letters can be requested and granted at the discretion of Infinite Zion Farm's Staff. These requests should be submitted with at least one week's notice to prepare the document.

Infinite Zion Farm's Volunteer Health & Safety Policies



Infinite Zion Farms is a working urban farm, operating year-round. We invite our community to enjoy our farm seasonally and participate in everything we have worked so hard to create. As a volunteer, your safety on the farm is our main goal and we ask that you always be aware of our safety rules and regulations that we have in place. We also ask that you remain respectful of our property, our crops, our family (including our team members) and other guests at all times.

Dress Code Policy

The dress code for volunteers is dependent on the task which they have signed up for. In general, to ensure your health and safety and those around you, we ask that all volunteers wear tidy, long sleeves (during cold weather), gloves, casual clothing, and refrain from wearing heavily scented body products including lotions, perfumes, and colognes.

Daily operations volunteers are asked to wear weather appropriate, casual clothing which they don't mind getting dirty. These volunteers must also wear closed toe, closed heel shoes - running shoes or boots are recommended.

All event and campaign volunteers will receive specific dress code information when volunteer instructions are sent prior to the day of their shift. These instructions will vary depending on the nature and location of the volunteer activity.

Inclement Weather

Excess rain, high winds, extreme temperatures, and other inclement weather patterns only increase farm duties, as crops require extra monitoring at these times. As such, inclement weather is not, by itself, a reason to stop work. However, the safety of volunteers is the priority.

If lightning is active, employees and volunteers will be assigned to work inside a structure. If a tornado warning is in place, employees and volunteers will retreat to a safe place until the warning has expired.

Extreme high temperatures are defined as those more than 95 degrees. If extreme high or low temperatures are predicted, or a torrential storm or hurricane are in the forecast, work will be canceled for the day. Decisions regarding inclement weather are made by the supervisor, and if none are present, the employees.

Volunteer Information and Emergency Contacts Policy

Personnel records are maintained for each volunteer at Infinite Zion Farms in a secure and centralized location. In order to maintain accurate and up-to-date personnel records, volunteers are responsible to notify the organization of any changes in name, address, telephone number, emergency contact, etc.

Upon joining Infinite Zion Farms you will be required to provide "emergency contact" information. This information is required in case you require medical assistance, or there is any form of emergency. We ask that you give one name, including a telephone number where the contact may be reached during the day. It is your responsibility to ensure the information is correct and updated as required by informing management of any changes.

Infinite Zion Farms recognizes its responsibility for safeguarding home addresses, telephone numbers and other information about its volunteers, including information contained in personnel files. Therefore, all such information is handled in confidence and in accordance with applicable privacy legislation.

Groveland Farm's Emergency Map Exit



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407-969-5351

www.infinitezionfarms.org