

Volunteer & Intern Coordinator

Prairie Fruits Farm & Creamery

Part-Time • Non-Exempt • On-Site • Champaign, Illinois

\$20–\$22/hour • 15–25 hrs/week | Seasonally intensive • Meaningful, community-rooted work

ABOUT PRAIRIE FRUITS FARM

Prairie Fruits Farm & Creamery is a certified Animal Welfare Approved goat dairy and artisan creamery in central Illinois, raising LaManchas and Nubians since 2004. We are part of a larger organization, Salt Fork Food Works, that is committed to regenerative, humane agriculture and to elevating Midwest food producers. Our farm sits five minutes from the University of Illinois College of ACES and UI College of Veterinary Medicine, and we host hundreds of students, volunteers, and community members each year — making education and connection a real part of who we are.

POSITION OVERVIEW

The Volunteer & Intern Coordinator is the connective tissue between Prairie Fruits Farm and the broader community of people who want to be part of what we do. From the ~125 volunteers who show up during kidding season to the college students completing internships in animal science and sustainable agriculture, this role makes sure every experience is well-organized, welcoming, and genuinely worthwhile.

This is a part-time role (15–25 hours/week) that scales with the season. Kidding season and the weeks surrounding it are the most intensive period; the rest of the year involves ongoing intern recruitment, relationship-building with university partners, and keeping systems running smoothly. The role works closely with the Dairy & Herd Manager and farm leadership team, and is a key part of how Prairie Fruits Farm connects with the next generation of agricultural professionals.

This role can be combined with additional hours in either the Dairy Department, Classroom, or Farm Store to become a full-time 32-38 hour a week role, eligible for additional benefits.

POSITION DETAILS

Reports To:	Dairy & Herd Manager / Farm Leadership Team
Pay:	\$20–\$22/hour, based on experience
Hours:	15–25 hours/week (seasonally variable)
Classification:	Part-Time, Non-Exempt (hourly)
Peak Season:	Late February–May (kidding season)
Location:	Champaign, IL — on-site and remote tasks
Contact:	lauren@saltforkfoodworks.com

KEY RESPONSIBILITIES

Volunteer Program Management

- ▶ Manage the full lifecycle of the ~125-person kidding season volunteer program: recruitment, applications, orientation, scheduling, and post-season follow-up
- ▶ Develop and maintain volunteer communications including emails, reminders, and day-of instructions
- ▶ Coordinate with the Dairy & Herd Manager and farm leadership to align volunteer scheduling with operational needs
- ▶ Create and maintain orientation materials that give volunteers a meaningful, safe, and memorable experience
- ▶ Track volunteer hours, participation, and feedback; use data to improve the program year over year

Student Intern Recruitment & Management

- ▶ Recruit student interns for both spring and fall terms, with a focus on UIUC College of ACES, UI College of Veterinary Medicine, and partner institutions
- ▶ Build and maintain relationships with faculty advisors, internship coordinators, and student organizations
- ▶ Develop internship postings, application processes, and selection criteria in collaboration with farm leadership
- ▶ Coordinate intern onboarding, learning objectives, and schedules with the Dairy & Herd Manager
- ▶ Serve as a point of contact for interns throughout their term, providing support and gathering feedback

University & Community Partnerships

- ▶ Cultivate ongoing relationships with UIUC ACES, UI Vet Med, and other agricultural programs to build a reliable pipeline of interns and volunteers
- ▶ Represent Prairie Fruits Farm at career fairs, department events, and other outreach opportunities as appropriate
- ▶ Support the farm's role as an educational resource and community partner in the regional ag community

Systems, Scheduling & Communication

- ▶ Maintain organized records for volunteers and interns using farm management tools or platforms
- ▶ Build and manage scheduling systems that give farm leadership clear visibility into coverage
- ▶ Draft and send regular updates to volunteers and interns throughout the season
- ▶ Develop and refine SOPs for the volunteer and intern programs to improve consistency and reduce onboarding friction year over year

Event & Tour Coordination Support

- ▶ Support coordination of farm education events, agritourism programming, and Animal Science tours alongside farm leadership
- ▶ Help ensure volunteer and intern availability aligns with event needs throughout the season

QUALIFICATIONS

Required

- ▶ Experience coordinating volunteers, interns, or program participants in any setting
- ▶ Strong written communication skills — you'll be the voice of the farm to a lot of people
- ▶ Highly organized with the ability to manage multiple schedules, lists, and moving parts simultaneously
- ▶ Comfortable working both independently and collaboratively with a small leadership team
- ▶ Genuine enthusiasm for agriculture, food systems, or environmental education

Preferred

- ▶ Familiarity with university internship programs, particularly at land-grant institutions
- ▶ Experience working with or recruiting students from agricultural or veterinary programs
- ▶ Background in sustainable agriculture, animal science, or related field
- ▶ Experience developing onboarding materials, training guides, or program documentation
- ▶ Comfort with farm or outdoor environments — some coordination happens on-site during busy periods

WHY THIS ROLE

This position sits at the intersection of agriculture, education, and community — and it's genuinely impactful. The volunteers and interns who come through Prairie Fruits Farm often describe it as a formative experience. You'd be the person who makes that happen: building the systems, telling the story, and connecting people to a farm that's doing things the right way.

We're located five minutes from UIUC, home to one of the country's leading colleges of agriculture and a top veterinary medicine program. The pipeline of talented, passionate students is real — and this role is central to building and maintaining those relationships on behalf of Prairie Fruits Farm and the broader organization we're part of.

We offer an exciting, mission-driven, team-oriented workplace. Farming is demanding, and this role isn't without its intense stretches — but the people around you will make it worth it.

HOW TO APPLY

Send a resume and a brief cover letter to office@prairiefruitsfarm.com with the subject line "Volunteer & Intern Coordinator Application." In your letter, tell us about a program or group of people you've organized and what you learned from it. Applications are reviewed on a rolling basis.

Prairie Fruits Farm & Creamery is an equal opportunity employer. We welcome applicants of all backgrounds.