

- Ensure staff supervision of the participants.
- Evaluate staff performance upon completion of the designated probationary period and at least annually thereafter.
- Provide administrative leadership and technical support to all staff.
- Provide orientation for all new employees to include the mission, philosophy, organizational structure, and policies and procedures of Quest Farm, Inc.
- Conduct criminal and sexual offender background checks on all applicants for employment and direct care volunteers.
- Annually update criminal and sexual offender background checks on 25% of randomly selected employees and direct care staff.
- Ensure implementation of all safety procedures.
- Maintain property and equipment.
- Establish and maintain ongoing contact with parents and/or legal representatives of participants and other service providers.
- Serve as lead representative and spokesperson for Quest Farm, Inc. and communicate effectively to a variety of audiences.
- Build and develop relationships across the community to support Quest Farm, Inc. and its new and existing initiatives.
- Seek and obtain gifts to Quest Farm, Inc.
- Develop new and existing donors and resources.
- Confer regularly with the Board of Directors, attend all regular Board meetings in a non-officio capacity, and work cohesively with the Board to implement all Board decisions and initiatives.
- Perform other duties as designated by the Board of Directors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, or feel and must be able to document in personnel and medical records and file forms in an appropriate manner. The employee must be able to communicate effectively with staff, parents and/or legal representatives, participants; and any other agency. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel or crouch. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds and in a time of crisis may need to be able to physically assist participants.