



Position: Farm Intern or Assistant
Employer: Cylon Rolling Acres LLC
Location: Deer Park, Wisconsin

About the Employer/Farm:

Cylon Rolling Acres is a grass-based livestock farm located outside of Deer Park in Western Wisconsin. The farm includes a herd of Boer-Kiko cross goats and a small flock of Texel sheep, as well as a small sugar bush. On the farm the Svacina family use regenerative farming practices, including managed rotational grazing with their goats and sheep on their pastures, hay fields and woods.

Cylon Rolling Acres sells most of its USDA inspected goat meat directly to their customers through its website, www.cylonrollingacres.com, with a nation-wide shipping program and a local farm pick up option. They also sell to a small wholesale market in Western Wisconsin and the Twin Cities.

Deadline to apply: April 14, 2024. However, applications will be reviewed as they come in.

Position Summary

The farm intern/assistant is a part-time position (15-20 hours/week) ideal for a college student, graduating high school senior or a responsible high school student looking to gain experience working on a livestock farm and direct marketing farm products.

The intern/assistant will spend about half their time assisting with retail and marketing tasks, with the other half with farming work. A background with agriculture and livestock is helpful, but not required. Training will be provided. Candidates should also have strong communication skills (written and verbal) and be comfortable with technology.

Position Responsibilities

Retail and Marketing

Order Preparation and Distribution

- Preparing boxes and shipping materials for orders with branding and marketing inserts
- Assisting with packing and preparing orders for shipping and pick up: printing pack sheets, pulling inventory, packing boxes, printing shipping labels and other related tasks
 - Orders typically ship the second and fourth Monday/Tuesday of the month. Order prep happens Sunday through the day of shipping. Specific prep work time can be finalized with the supervisor and the intern/assistant. However, ship dates cannot be changed.
 - Farm pick up orders are one time a month on Saturday mornings. Dates vary. The intern/assistant will help pull orders, so they are ready for pick up.
- Depending on the shipping schedule, the intern/assistant may need to pick up dry ice and/or drop off packages at the local UPS distribution center. Note: A valid driver's license and access to a reliable vehicle are needed.

Inventory Management and Planning

- Assist with inventorying meat when it comes in from the butcher: sorting by product size, entering in data into spreadsheets, updating inventory online with the ecommerce platform Shopify, organizing the walk-in freezer, and assisting with inventory management of other products
- Assisting with planning inventory needs by month
- Assisting with planning and communicating with Farm Club members and orders

- Organizing the pack shed for efficiency for packing orders and supplies; keeping track of materials and keeping things clean in the pack shed.

Other Marketing and Retail Tasks

- Assist with other order preparation and marketing projects as needed
- Depending on the individual more responsibility might be given with helping with customer service, website management, and other marketing projects

Farming

Grazing and fencing

- Assist with rotational grazing our herd of goats and small flock of sheep
- Take down and put-up portable fencing 2 to 3 times a week
- Move pastures shelters, maintain minerals and waterline maintenance

Working with livestock

- Assist with monitoring the herd of goats and flock of sheep for any health concerns and letting the supervisor know when there may be issues with the livestock
- Assist with herd health work, such as deworming, vaccinations and recording market animal weights
- Assist with other projects on the farm, which may include, but not be limited to fixing fence, building projects, cleaning water tanks, hay season, and other tasks.
- Must be able to lift 50-60 lbs. and walk long distances throughout the day

Position Requirements

Preference will be given to

- College students or recent high school graduates studying an agricultural-related field, or a background or interest in food and agriculture. Students interested in marketing, communications, animal science or veterinary science may also be a good fit for this experience.
- Candidates with an awareness and understanding of marketing concepts
- Experience with technology: e-commerce, such as Shopify, email marketing, social media marketing

Position Requirements

- Interest in local food, regenerative agriculture, goats, sheep and/or marketing
- Strong communication and organization skills: written and verbal
- Comfortable working with technology and social media
- Self-starter who can take direction and work independently
- Willingness to learn about animal handling and husbandry practices with small ruminants experience is great but not necessary
- Strong work ethic to get manual farm labor tasks accomplished

Other requirements include

- Must have a valid driver's license and access to a reliable vehicle
- Must be able to lift 50-60 lbs. and walk long distances throughout the day
- Must be comfortable working around young children. This is a family farm, and our kids will be around
- Must be comfortable around working dogs, including livestock guardian and herding dogs

Internship requirements, summer school and other jobs

Cylon Rolling Acres is willing to work with students on their internship requirements for their education. This must be communicated in advance so the intern and supervisor can ensure learning experiences and outcomes are established and met.

We will also consider students taking summer school or working other jobs. This position has a degree of flexibility, but we need to work together to determine if this position is the right fit for both the student and the farm.

Additionally, if students have an area of work they are most interested in we can find ways to expand on those specific job responsibilities to build additional skills in those areas (for example, marketing or animal science).

Timing:

- Start date: June 3, possibly sooner depending on the candidate. The start date can be slightly later if the ideal candidate is finishing school close to the start date.
- End date: August/September, depending on the candidate
- Opportunity to continue work on a lighter schedule during academic year, if candidate is interested and an offer is made by the supervisor pending work performance

Hours:

- 15-20 hours a week, with the occasional opportunity to pick up more hours
- Work schedule has some requirements with set shipping dates, pick up dates, and the seasonality of the grazing season. It may vary weekly. The work schedule has some flexibility but will be established between the supervisor and the intern/assistant.

Compensation:

- \$15/hour
- Mileage reimbursed for work related errands
- Discount on farm products
- Optional professional development opportunities

How to Apply

Send a resume, cover letter and a list of three references (no letters) to Leslie Svacina, owner, Cylon Rolling Acres, by email to leslie@cylonrollingacres.com no later than April 14. Applications will be reviewed as they are submitted.

Questions/More Information

Contact Leslie Svacina at 715-607-0248 or leslie@cylonrollingacres.com

Learn more about our farm at www.cylonrollingacres.com or on Instagram at [@cylonrollingacres](https://www.instagram.com/cylonrollingacres)