



SACRED ACRES ALPACA FARM, LLC

A FARM FOR THE COMMUNITY

(703) 945-0776



mjcathers78@sacredacresfarm.com



16310 James Madison Highway, Palmyra VA 22963



Job Description: Junior Assistant – Alpaca Farm & Agritourism

Position Overview:

We are seeking a motivated and enthusiastic Junior Assistant to join our alpaca farm and agritourism team. This part-time position requires approximately 25 hours per week, with some weekend and holiday availability. This is a job of opportunity, offering the chance to develop skills across diverse areas in a unique environment. Each key responsibility will be approached individually, starting with animal care, and no single workday will include every listed responsibility.

Key Responsibilities:

- **Animal Care & Farm Maintenance:** Care for alpacas, maintain enclosures, and assist with general farm upkeep.
- **Administrative Tasks:** Support scheduling, record-keeping, and handling visitor inquiries.
- **Retail Sales:** Provide customer service, manage inventory, and process sales in the retail shop.
- **Fiber Arts Collaboration:** Assist with preparing alpaca fleece and supporting fiber arts activities.
- **Public Engagement:** Guide visitors, lead tours, and create a welcoming, educational experience.
- **Support for Executive Assistant:** Assist with projects, errands, and event preparation as needed.

Qualifications:

- Strong interpersonal skills and ability to engage warmly with the public.
- Self-starter who can work independently and take initiative.
- Comfortable working outdoors in various weather conditions and performing physical tasks.
- Organized, detail-oriented, and willing to learn about alpacas, fiber arts, and agritourism.

Requirements:

- Must be at least 18 years old.
- Minimum of a high school diploma or equivalent.
- Valid Virginia driver's license and reliable transportation.
- Ability to lift up to 50 pounds and perform physical labor.
- Non-smoking environment. Applicants must adhere to this policy.

- continued -



Job Description: Junior Assistant – Alpaca Farm & Agritourism

Page 2

Preferred Skills:

- Experience in animal care, retail, or hospitality is a plus.
- Familiarity with fiber arts or crafting is beneficial but not required.

Pay Range:

- \$13 per hour to \$18 per hour, depending on experience and skills.

To Apply:

Please send your resume and a brief cover letter outlining your interest and relevant experience to Sacred Acres Alpaca Farm, LLC, 16310 James Madison Highway, Palmyra, Virginia 22963. Questions? Call (703) 945-0766 or email mjcathers78@sacredacresfarm.com.

This role offers a dynamic and focused opportunity to grow in a supportive agritourism setting. We look forward to hearing from you!