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Mr. Farmer—

VFV's want to do a good job for you,
But they need your help.
Here are things you can do:

★ Have the work well organized—

Decide on the jobs to be done and who should do them.
Plan each day's work for maximum results.

★ Have everything ready—

Put equipment in good working condition.
Be sure you have enough containers and other supplies.

★ Recognize the needs of your workers—

Have an understanding as to rest, meals, and pay.
Provide necessary sanitary facilities and drinking water.

★ Get rid of working hazards—

Remember, VFV's will not be familiar with conditions on your farm.
Insure against unavoidable accidents.

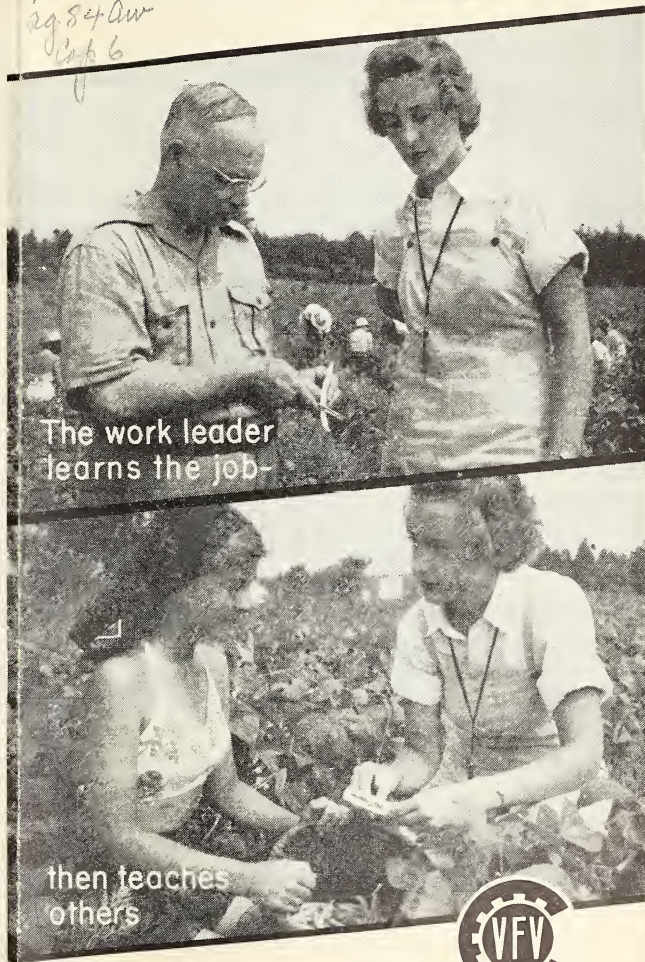
★ Use your work leader—

See that he understands how you want each job done.
Give your orders to the work leader to prevent misunderstanding.

VICTORY FARM VOLUNTEERS
Extension Farm-Labor Program
Washington, D. C.

March 1945

YOUR JOB AS A WORK LEADER



The work leader
learns the job—

then teaches
others



Extension Service
WAR FOOD ADMINISTRATION
U. S. Department of Agriculture

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START THEM RIGHT TO

WORK SAFELY • AVOID WASTE
REDUCE BREAKAGE • SAVE TIME



Tell Them Why

Tell the boys and girls about the job before they go to work. Give them the reasons for doing it a certain way. They want to know "why." When the job is explained in advance they make better workers. Get them interested in wanting to do it right. Point out the importance of the job to the war effort.



Show Them How

Show them step by step just how you want the job done. Explain each step as you go along. Point out the things that will improve the quality of the product or make the work easier to do. Be sure your instructions are clearly stated and complete.



Be Sure They Know

Have the workers do the job for you. Have them show you, and tell you the reason for each step. Ask them questions and correct their errors. Continue with each worker until you are sure he knows. Some will learn more quickly than others.



Put Them on Their Own

Let them know they are on their own. Tell them where to go if they need help. Encourage them to ask you questions about their work and not to disturb other workers. Keep in touch with what they are doing. Be ready to help.

IF THEY HAVEN'T LEARNED, YOU HAVEN'T TAUGHT

You Have a War Job as a Work Leader!

Why Your Help Is Needed!

With a continued need for all-out food production and a further loss of experienced workers from the farm, the manpower shortage in agriculture is again serious this year. In fact, as long as the war lasts, the farm-labor shortage will be a problem. As more men are drawn from the farm work force, more youth and women will be needed to take their places.

Although many farmers have had to depend upon inexperienced help, they have continued to do an outstanding food-production job. Many of them had never worked with youth before, but they have learned that boys and girls can be good workers when given the proper training and supervision.

Here Is Your Job!

You, as a work leader of Victory Farm Volunteers, have an important war assignment. It is to help make youth efficient farm workers, so that they will have a valuable experience, and farmers as well as parents will be satisfied. You will find many ways of doing this.

Though your responsibilities will vary from farm to farm, the following jobs are almost always performed by the work leader:

Learning thoroughly from the farmer how he wants the job done.

Showing the new workers how to do their job.

Helping to maintain high morale among the youth, and good working relations between youth and farmers.

Maintaining order in the fields as well as on the truck or bus.

Showing youth how to do the job is the most important part of your duties as a work leader. So, when youth are properly selected and know what to do, how to do the job without overfatigue, and learn to respect their "boss"—loafing, "cutting up," and accidents are reduced. The VFV earns more money; the farmer gets more work done.

You May Have Other Duties Too!

What you will do as a work leader will depend on the kind of crop work, the type of group you are supervising, the arrangements made by the county farm-labor office with the farmer, and the experience the employer has had in directing young people. Nevertheless, you will probably be responsible for a number of other duties, in addition to teaching and supervising your group. For example, you may be asked to—

1. Help recruit and select youth for your group.
2. Keep a list of the names, addresses, and telephone numbers of your group, in order to be able to reach them easily.
3. Obtain parents' permission for the youth to work, and maintain good feeling of parents toward the farm-labor program.
4. Get the group together ahead of time; tell them about the job, where to meet, how to dress, and what kind of lunch to bring.
5. Find out the work schedule from the farmer and explain it to the young workers.
6. See that sanitary facilities and pure drinking water are available.
7. Carry a first-aid kit to the fields, and know how to reach a doctor in case of emergency.
8. Keep work and wage records.
9. Handle heavier work in the fields such as moving ladders and heavy boxes.
10. Obtain safety bulletins and insurance information from the farm-labor office, and encourage youth and parents to purchase the VFV insurance policy.