



Elementary Agriculture Education

REPORTS TO: Sara Miller - Fleet Farming Education Manager - Sara.Miller@FleetFarming.org

STIPEND: Unpaid Internship - Minimum requirement of 8 hours per week.

Hourly Requirements: Must fulfill an 8-hour weekly schedule during the selected times below.

Must Attend Mandatory Intern Onboarding Day

Check your University's deadline for registering for credit

We require a mandatory 1-hour group meeting each week to review assignments and delegate tasks for on-going projects. All other office hours will be in the office and working independently on your tasks

Education In Office Hours	Education In the Field Hours	Addresses for Each Class Location
Monday 3:30 - 5 PM Tuesday 9 AM - 5 PM Wednesday 2:30 - 5 PM Saturday 9 AM - 5 PM These are the hours I am in my office. Please vote on what works for you. If possible, give 2 options.	Whichever day you choose, we will have a 1 hr meeting following by in-office hours to complete assignments and projects. If you need more hours, you can help me maintain my raised beds at ACE which will include: weeding, seeding, harvesting, composting, vermicomposting, greenhouse work, etc.	1030 West Kaley Ave Orlando Florida 32805
Friday 1 pm - 3 pm	ACE Prep which includes reviewing lessons and assigning roles for the class as well as packing materials for class and heading to ACE.	1030 West Kaley Ave Orlando Florida 32805
	Friday 3 pm - 5 pm	ACE K-8 School - 701 W Livingston St, Orlando, FL 32805

REQUIREMENTS:

- IDEAS For Us interns must be strong communicators and decision-makers with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest in local/international environmental challenges and have an interest in sustainability initiatives.

- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.
- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.
- IDEAS For Us interns must have a reliable means of transportation.

RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ Research education curriculum for grades K-12 as well as adults
- ✓ Assist in developing hands-on educational activities and implementing standard education operating procedures
- ✓ Source sustainable and affordable materials for educational activities
- ✓ Develop lesson plans for grades K-12
- ✓ Administer lessons to a variety of audiences
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Research and create plans for hands-on learning activities such as crafts, games, demos, and informative lessons for a wide range of ages and abilities
2. Research and create plans for activities and lessons related to sustainability, urban farming, earth science, ecology, and nutrition
3. Use templates to finalize lesson plans and activity plans with Canva and Google Drive
4. Organize educational materials by their type and target audience in Google Drive
5. Attend weekly meetings to update the Education Manager on progress of assignments and projects
6. Report to Education Coordinator monthly with timesheet.

Acknowledgment:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understood the position described above and can perform this duty.
- ★ All photos/videos and intellectual property is owned by IDEAS For Us. You are welcome to take pictures and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

Print Name _____

Signature _____

Date _____

Program Manager _____

*Please print and bring to Onboarding day.