



**REPORTS TO:** Hannah Westergaard: Farming Manager - [hannah.westergaard@FleetFarming.org](mailto:hannah.westergaard@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\***

To fulfill your 8 hours per week, you must select from the schedule below to receive business training at the farmers market as well as learning strategies to properly process vegetables as local food entrepreneurs to prepare for vegetable production/sales.

Farmers Market Hours	Address	Processing Vegetables	Address
Audubon Park Farmers Market - <b>Monday 5 pm - 9 pm</b>	1842 Winter Park Road 32803	<b>Monday 1 pm - 5 pm</b> <b>Tuesday 1 pm - 5 pm</b> <b>Friday 1 pm - 5 pm</b>	1030 West Kaley Ave Orlando Florida 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):**

- ✓ Weekly set goals of tasks needed to be completed throughout the month.
- ✓ Look into every price of each vegetable/ product of Fleet Farming and show a full description of the labor/profit/etc.
- ✓ Research other vegetable vendors prices to help contribute information to better sell the Fleet Farming produce.
- ✓ Help with processing the vegetables weekly and learn how to properly track inventory, learn food safety laws, and pioneer skills in urban agriculture through an apprenticeship.
- ✓ Potentially help with microgreen production, depending on the seasonality of the product.

- ✓ Ensure maintenance of the office and the used workspace, keeping the office clean.
- ✓ Communicate weekly with a manager in case you cannot make your weekly schedule.
- ✓ Keep a detailed inventory of any crops and propagations for future vegetable yields.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. The goal is to determine whether all products of Fleet Farming are helping reach the monthly goals of the organization. At each market, we need help engaging/surveying each customer and make sure they are aware of our free community events. You must create surveys and track the data you collect for an end of the semester review.
2. Research other value-added crops/products to submit new ideas to the Farming Manager for review of future investments
3. Keep track of inventory and help with the weekly expense reporting and keep an eye on the accounting patterns/ weekly income.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month - helping volunteers stay engaged.
5. Look at the spending behavior of the clients who participate in the weekly market and help develop a semester review of the sales.
6. Keep meeting minutes to show progress and keep all interns on task from week to week.
7. Report to the Farming Manager with a bi-weekly 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 \_\_\_\_\_

Department Leader \_\_\_\_\_

\*Please print signature page and bring to Onboarding day with your waiver and non disclosure.