



Start Date: Intern Onboarding- August 28th at 4 pm

REPORTS TO:

- Kristin Anderson - UCF@IDEASForUs.org

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

Hourly Requirements: Must fulfill an 8 hour weekly schedule

Must Attend Mandatory Intern On-boarding Day

Check your University's deadline for registering for credit

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. Hours will be fulfilled virtually and each week, projects will be due in a timely manner.

Weekly Hours:	Address:
Mandatory Meeting- Tuesday 5-6:30	Trevor Coulburn Hall Room 226 or virtually
Tabling/Special Events	Occur weekly and will be delegated to each intern based on availability.
IDEAS Hive at UCF = 1st Thursday of each month at 5 pm - 7 pm	Live Oak Ballroom- Room Subject to change to virtual

***Note:** There will be a virtual meeting required once a week and you must communicate with Kristin to attend your office hours. We will also expect the rest of your hours to be completed at home for all clerical tasks delegated during each weekly meeting.

REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision makers with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of 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):

- ✓ Be an assistant to the IDEAS For Us: UCF Branch Manager and help event planning for eco action projects as well as tabling events and the once per month IDEAS Hive meetings (every 1st Thursday of the Month).

- ✓ Help with promoting the IDEAS Hive on social media and helping to email interested partners in order to have the ability to invite them to learn about IDEAS.
- ✓ Help in organizing and planning eco-action projects in Orlando by contacting venues, sponsors and other partners for implementation.
- ✓ Create templates and keep track of inventory/material needs for action projects.

SPECIFIC DUTIES:

1. Make phone calls/emails out as needed to help promote the event or find sponsorships
2. Be a representative of IDEAS For Us during tabling events, The IDEAS Hive and other opportunities during the Semester.
3. Occasionally help with the farmers markets or tabling events (setup, selling, and take down of the market set-up) as well as processing.
4. Help to promote merchandise and sell it for a donation.
5. Help promote IDEAS through scheduling social media posts and creating flyers or informational posts to help educate our audience on the ecological theme of each month.

ACKNOWLEDGEMENT:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understand the position description 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 email prior to onboarding day (Aug 28th) with your waiver and non disclosure.

Health & Wellness Agreement

IDEAS For Us is dedicated to protecting the health and well being of our staff/ volunteers/ interns. We do not permit any full time or part-time staff to come to work sick or attend any IDEAS community events if they are ill. We may ask staff to submit to a temperature check at our will and reserve the right to send any staff home w/o pay (if their sick days have been used up) and they are deemed a threat to infecting healthy staff. All staff must sign the Employee Health and Wellness Agreement within 3 business days of being hired as an employee of IDEAS For Us.

REMOTE WORKING PROTOCOL:

- Cameras on, mics off at all times (in the same virtual room)
- Checking in often to ensure tasks are completed in a timely manner
- Fulfilling weekly required timelines
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

IN PERSON WORKING PROTOCOL:

- Masks must be worn at all times.

- Handwashing intermittently between tasks to ensure the utmost hygienic processes to prioritize the resistance of spreading COVID 19.
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.