



## Farming Internship

### REPORTS TO:

#### Farming Managers:

- Aly Rutherford: [Aly.Rutherford@fleetfarming.org](mailto:Aly.Rutherford@fleetfarming.org)

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

Hourly Requirements: Minimum requirement 8 hours per week. Must choose an 8 hour time slot between the hours available below.

**\*Must Attend Mandatory Intern On-boarding Day\***

**\*Check your University's deadline for registering for credit\***

*Must bring water, sunblock, hats and a snack. Farming is physically difficult labor and you must be responsible enough to protect yourself from heat exhaustion and fatigue.*

<b>Audubon Park Branch</b> <b>Headquarters Address: 3219 Chelsea Street 32803</b>
Friday 9 am - 1 pm
Saturday 9 am - 1 pm
Sunday 9 am - 1 pm (Cannot park in parking lot during church- must park on the street)

### 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):

- ✓ Manage planting and harvesting while attending to the needs of the Branch Manager
- ✓ Maintain plots (employing integrative pest management, natural weed control, etc.)
- ✓ Communicate planting and harvesting schedule to the Branch Manager.
- ✓ Ensure maintenance and care of tools and equipment.

- ✓ Communicate weekly with Fleet Farming Branch Manager in case you cannot make your weekly schedule.
- ✓ Pack trailer, clean out the refrigerator, keep bike area and headquarters tidy.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. New garden farmlette installations for in-ground beds and drip irrigation systems.
2. Crop planning and micro-farm management as well as processing of the produce.
3. Occasionally help with the farmers markets (setup, selling, and take down of the market set-up).
4. Attend and coordinate bi-weekly SWARM volunteer rides twice per month - helping volunteers stay engaged.
5. Commuting to/from micro-farms via bicycle with bike trailer in tow.
6. Periodically updating social media with FLEET FARMING images (Email them to Media@FleetFarming.org).
7. Report to the Branch Manager with a bi-weekly timesheet.

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 bring on Onboarding day 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.

