



REPORTS TO:

- Jane Hart: Greenhouse@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 an hour meeting each week to review assignments and delegate tasks for on-going projects.

Greenhouse Hours:	Address:
Tuesday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
Friday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
On-Site Compost Program will Occur During these Hours	

NOTE*Greenhouse hours are listed above. If these hours are not accommodating for your schedule, we recommend you look at the farming internship for West Orlando that could potentially work in the greenhouses on occasion.

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):

- ✓ Maintain and water seedlings (employing integrative pest management, natural weed control, etc.)
- ✓ Communicate planting and harvesting schedule to the Greenhouse Manager.
- ✓ Ensure maintenance of tools and equipment while cleaning scissors.
- ✓ Communicate weekly with Fleet Farming Greenhouse Manager in case you cannot make your weekly schedule.
- ✓ Keep a detailed inventory and make sure the greenhouse storage area remains tidy.

- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Learn to install, test, and maintain drip irrigation systems in the greenhouse.
2. Crop planning and micro-farm management as per the needs of the Branch managers in Parramore or Audubon Park.
3. Communicate with both branch managers to find out where to plant seedlings in farmlettes.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month - helping volunteers stay engaged.
5. Help turn compost each week and also help to organize/save seeds.
6. Periodically updating social media with FLEET FARMING images (send to Media@FleetFarming.org) - All images are the intellectual property of IDEAS For Us.
7. Report to the Greenhouse 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 photo /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.