



Fleet Farming Greenhouse Internship Description

REPORTS TO:

- Jane Hart: Greenhouse Manager - Jane.Hart@FleetFarming.org

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

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

Mandatory On-boarding day: January 16th, 11 am at the Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805 - *looks like a church*

We require an hour meeting each week to review assignments and delegate tasks for on-going projects. This internship is completed 100% in -person.

Greenhouse Hours:	Address:
Monday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
Tuesday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805

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 a strong communicator and decision maker 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):

- ✓ Period of internship: *Listed at www.ideasforus.org/internships
- ✓ 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 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).
7. Report to the Greenhouse 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 / video 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.