



Fleet Education Internship

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REPORTS TO: IDEAS For Us Chief Administrative Officer - Caroline Chomanics - Caroline.Chomanics@ideasforus.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 from 11am - 2pm- online)

To sign up for credit at your university/college, please contact your administrator for the deadline

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. If your other in office hours need to change, please bring up your schedule at the mandatory internship onboarding day. Mandatory meetings cannot be shifted but other office hours can throughout the week.

Mandatory Meeting	Location:
Mondays 1 pm - 2 pm	Online via Zoom

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.
- Must submit a portfolio and have some entry level experience.

RESPONSIBILITIES:

- ✓ **Period of internship:** January 16th - April 24th
- ✓ Leading in education curriculum building, activity design, management of classrooms when applicable, and content creation for the benefit of the Fleet Farming program
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Research and create plans for hands on learning with hopes of leaving customers with enough knowledge to be independent in their growing practices at home.
2. Research and create plans for activities and lessons related to sustainability, urban farming, earth science, ecology, and nutrition.
3. Use templates to finalize lesson plans and activity plans with Canva and Google Drive.
4. Organize educational materials by their type and target audience in Google Drive.
5. Attend weekly meetings to update Education Coordinator on progress of assignments and projects.
6. Report to Education Coordinator monthly with timesheets.

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/ content 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 on-boarding day with your waiver and non disclosure.