



Youth Garden Instructor and Outreach Coordinator Intern

Intern Position Description and Scope of Duties

Hours: average 35 hours weekly. Term: 8 weeks

I. TEACHING-Month of June- Average 10-15 hours/week

- Independently or with a mentor garden instructor, lead students through propagation, planting, cultivation, and maintenance activities in the school outdoor classroom; which will include vegetable gardening, and habitat gardens, orchard, compost area and pond.
- Lead students in ecology and food sustainability based activities in school gardens.
- Primary age group: Elementary School Students from PreK-5th Grade. Class size average between 10-20 students.
- Work with a mentor garden instructor to teach students a variety of subjects, including: nutrition, math, science, language arts, and art, in the school outdoor classroom.
- Lead nutrition based cooking lessons incorporating produce students have grown.
- Be a positive role model and mentor students in the outdoor classroom.

II. GARDEN SITE SUPPORT- Average -5 hours/week

- Manages and maintains assigned school outdoor classroom equipment- school tool shed, rakes, shovels, hand tools, and all materials that belong to the garden program during the time of summer camp in June.
- Ensure all garden tools are properly stored.
- Manage and maintain the school gardens with students and, if needed, during planning and preparation time.
- Coordinate program nutrition activities with all garden instructors; co-procure nutrition and garden related supplies and distribution to school sites.
- End of summer camp; participate in collection and procurement of organization materials from partner school sites and delivery back to main office for inventory. Create inventory spreadsheet of youth program materials inventory.
- Co-procure replacement youth gardening materials, tools and fall seed inventory.

III. COMMUNICATION, LEADERSHIP AND OUTREACH- June-5-10 hrs/week and July-80% of time

- Attend weekly planning meetings for training and collaboration.
- Communicates routinely with Director of Youth Gardening, Programs Specialist and/or members of the school partner site garden staff team.
- Communicate via email and/or phone on a regular basis.
- Co-coordinate and participate in youth gardening outreach events, such as community garden workday, school harvest celebrations, and/or youth farmers market event.

- Write thank you letters to community partners and supporters of Youth Gardening summer programs.
- As a member of educational and sustainable environmental communities, represent Urban Harvest positively and support our mission.
- Collect data from program surveys and design a spreadsheet, assessing qualitative and quantitative data of school summer camp programs, such as, number of total student participants and/or garden fruit and vegetable taste test preferences.
- Write impact report to summarize collected data from end of summer camp surveys.
- Use multi-media software of choice, photography and videographer proficiency a plus, to create presentation or outreach materials highlighting the program success and impact in creating healthy communities.

SUPERVISION AND REPORTING

- Intern reports directly to the Director of Youth Gardening.
- Submit weekly timesheet.
- Submit weekly mini-reports goal status and progress.
- Submit end of internship report or project of choice relating to Outreach.
- Work collaboratively with Urban Harvest School and Youth Team, Urban Harvest staff, school program site staff.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks.
- Ability to stand, stoop, reach and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to read small print.
- Ability to stand for long periods.
- Ability to lift, push and/or pull objects, which may weigh approximate 50 pounds.
- Ability to work outdoors in a physically demanding environment.

Applicant must have:

- Flexible schedule to enable attendance at occasional weekend events and occasional evening meetings.
- Flexibility and desire to garden outdoors and work in an office setting.
- Proficient in MS Office. Proficiency in Adobe Creative Suite software a plus.
- Outstanding organizational skills and attention to detail.
- Proven personal initiative and ability to handle multiple tasks and projects in a fast paced environment, to prioritize, use good judgment, and problem solve.
- Strong written communication and public speaking skills.
- Professional demeanor.
- Demonstrated experience as a team player.
- Desire to work with volunteers and a passion for leading, mentoring and working with youth.

FOR CONSIDERATION

Please send Cover Letter and Current Resume to: Carol@urbanharvest.org by March 21, 2014. Qualified applicants will be notified by email to submit additional information for consideration.