



Fleet Farming Business/Farmers Market Internship Description

REPORTS TO: Mason Kuehn - Mason.Kuehn@Fleetfarming.org

STIPEND: Unpaid Internship - Minimum requirement 8 hours per week

Hourly Requirements: Must choose an 8 hour time slot between the hours available below. All individual schedules will be officially determined on on-boarding day **Mandatory On-boarding Day: (January 12th from 2 pm - 5 pm - at Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805 - *looks like a church*) after you fill out the online application with your full availability.**

Deadline to sign up for credit at your university/college - Jan 5th 2019

Please choose your 8 hour schedule from the times below and notify the team on Onboarding day:

Farmers Market Hours	Address	Business /Administrative Hours	Address
Audubon Park Farmers Market - Monday 5 pm - 9 pm	1842 Winter Park Road 32803	Monday 1 pm - 5 pm	1030 West Kaley Ave Orlando Florida 32805
Parramore Farmers Market - Saturday TBD	TBD	Tuesday 9 am - 5 pm	1030 West Kaley Ave Orlando Florida 32805
		Friday 1 pm - 5 pm	1030 West Kaley Ave Orlando Florida 32805

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):

- ✓ Weekly set goals of task needed to be completed throughout the month.
- ✓ Period of internship: January through May 2019
- ✓ Look into every price of each product of Fleet Farming and show a full description of the labor/ profit/ etc.
- ✓ Research other programs and view the products they use while researching their manufacturers of the products.
- ✓ Ensure maintenance of the office and the used work space, keeping the office clean.
- ✓ Communicate weekly with a manager in case you cannot make your weekly schedule.
- ✓ Keep a detailed inventory of any resources used and contacts made.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. The goal is to determine whether all products of Fleet Farming are helping us to reach the monthly goals of the organization.
2. Research other programs business model and help to determine Fleet Farming's most efficient business model.
3. Help Caroline with the weekly expense reporting and keep an eye on the accounting patterns/ weekly income.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month- helping volunteers stay engaged.
5. Look at the spending behavior of the installs, merchandise, and produce sales and develop reports for the records of Fleet.
6. Keep meeting minutes to show progress and keep all interns on task from week to week.
7. Report to the Program Manager with a bi-weekly timesheet.
8. 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.
9. 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.
10. Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

ACKNOWLEDGEMENT:

The Business Interns must work a minimum of 8 hours per week and turn in a bi-weekly timesheet. I have read and understand the position description above and can perform this duty.

Print Name

Signature

Date _____

Program Manager _____