



Education Internship Description

REPORTS TO: Sara Miller - Fleet Farming Education Coordinator - Sara.Miller@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

We require an hour meeting to review assignments and on going projects. My suggested meeting time is below in bold but this can change depending on availability.

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

Education In Office Hours	Education In the Field Hours	Addresses for Each Class Location
2 pm - 3 pm	Ace School -Monday 9 am - 1 pm	701 W Livingston St, Orlando, FL 32805
2 pm - 3 pm	Jackson Center- 1 pm - 5 pm	3107, 1002 W Carter St, Orlando, FL 32805
1 pm - 3 pm	Headstart- Tuesday 9 am - 1 pm	116 N Parramore Ave Orlando 32805
1 pm - 3 pm	Cycles and Sprouts- Tuesday 4 pm - 6 pm	212 S Parramore Ave, Orlando, FL 32805 (Will change every 6 weeks)
1 pm - 3 pm	Cycles and Sprouts- Thursday 4 pm - 6 pm	212 S Parramore Ave, Orlando, FL 32805 (Will change every 6 weeks)
9 am - 2 pm	Farming 9 am - 12 pm Suggested Meeting 1 pm - 2 pm Ace School - Friday 3 pm - 5 pm	701 W Livingston St, Orlando, FL 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):

- ✓ Period of internship: December through February
- ✓ Research education curriculum for grades K-12 as well as adults
- ✓ Assist in developing hands on educational activities and implementing standard education operating procedures
- ✓ Source sustainable and affordable materials for educational activities
- ✓ Develop lesson plans for grades K-12
- ✓ Administer lessons to a variety of audiences
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Research and create plans for hands on learning activities such as crafts, games, demos, and informative lessons for a wide range of ages and abilities
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 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_____

Program Manager_____

*Please print and bring to Onboarding day.