



## Farming Internship Description

### REPORTS TO:

- Jeff Coco: Audubon Park Farming Manager - [Jeff.Coco@FleetFarming.org](mailto:Jeff.Coco@FleetFarming.org)
- Elise De Cuba: Audubon Park Farming Coordinator - [Elise.Decuba@FleetFarming.org](mailto:Elise.Decuba@FleetFarming.org)
- Mason Kuehn: West Orlando Farming Manager - [Mason.Kuehn@fleetfarming.org](mailto:Mason.Kuehn@fleetfarming.org)
- Amyah Cazares: West Orlando Farming Coordinator - [Amyah.Cazares@FleetFarming.org](mailto:Amyah.Cazares@FleetFarming.org)

**Hourly Requirements:** Unpaid Internship - Minimum requirement 8 hours per week. Must choose an 8 hour time slot between the hours available below. There are 2 branches where farming takes place and you will be assigned the location based on your availability. Final schedules will be based on your availability and the hours when farming practices are taking place. All schedules can be flexible and 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:**

Audubon Park Branch Headquarters Address: 3219 Chelsea Street 32803	West Orlando Branch: Headquarters Address: 1030 West Kaley Ave 32805
Saturday 9 am - 1 pm	Monday 9 am - 1 pm
Sunday 9 am - 1 pm	Friday 9 am - 1 pm ( <b>*Note: we also farm on a quarter acre plot called the South Street Farm: 626 West South Street 32805</b> )

### 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):

- ✓ Manage planting and harvesting while attending to the needs of the Branch Manager
- ✓ Period of internship: January 2019- May 2019
- ✓ Maintain plots (employing integrative pest management, natural weed control, etc.)
- ✓ Communicate planting and harvesting schedule to the Branch Manager.
- ✓ Ensure maintenance of tools and equipment while cleaning scissors.
- ✓ Communicate weekly with Fleet Farming Branch Manager in case you cannot make your weekly schedule.
- ✓ Pack trailer, clean out refrigerator, keep bike area and headquarters tidy.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. New garden farmlette installations for in-ground beds and drip irrigation systems.
2. Crop planning and micro-farm management as well we are processing of the produce.
3. Occasionally help with the farmers markets (setup, selling, and take down of the market set-up).
4. Attend and coordinate bi-weekly SWARM volunteer rides twice per month- helping volunteers stay engaged.
5. Commuting to/from micro-farms via bicycle with bike trailer in tow.
6. Periodically updating social media with FLEET FARMING images (Email them to Media@FleetFarming.org).
7. Report to the Branch 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:

A Farming Intern 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 \_\_\_\_\_

Fleet Farming Program Director \_\_\_\_\_