



## **COMMUNITY GROUNDWORKS POSITION DESCRIPTION**

**Title:** Troy Kids' Garden - Garden Educator Internship for High School Students

**Reports To:** Kids' Garden Manager

### ***Internship Expectations***

Troy Kids' Garden Youth Program Interns work with children in the award-winning Kids' Garden, tallgrass prairie, edible landscape and sugar maple woodland. Through this internship, interns can expect to gain environmental and experiential education skills, organic gardening knowledge and skills, experience developing and implementing nature and garden studies curriculum, experience team teaching in a collaborative environment, opportunities to contribute to an innovative community-based land stewardship project, and be an active member of a diverse learning community.

### ***Specific Duties and Responsibilities***

- Interns will be involved in all aspects of our educational programs including lesson planning, activity development and teaching, and developing educational materials
- Interns will be expected to supervise elementary-aged youth and assist with supervising middle school youth
- Interns are expected to arrive on time and be ready to work for every shift
- At times, interns may have to work in inclement weather or may be asked to adjust their work hours to accommodate the weather
- Interns will adopt a garden bed, referred to as their "Garden Baby" and are expected to give weekly reports during field walks throughout the summer

### ***Required Knowledge, Skills & Abilities***

- Excellent communication skills and ability to work well with others
- Ability to work outdoors in a variety of weather conditions
- Experience working with school-aged children
- Interest and willingness to learn about organic gardening, and participate in both the physical and mental work that gardening requires

### ***Time Commitment***

June 12 to August 10

- Monday/Tuesday/Wednesday: 8:30-2:30pm

**OR**

- Monday/Thursday/Friday: 8:30am-2:30pm

### ***Compensation***

- The pay rate is \$7.25/hr. Interns must record their hours daily on the supplied timesheet.
- Interns will receive one payment at the end of July and one at the end of August

## ***Extras***

As an intern with the Kids' Garden, we invite you to participate in other aspects of the programs at Troy Gardens. On the land, there are restoration stewards work days and training sessions, once monthly community garden work days, and community events throughout the season. Interns are invited to listen in on Troy Farm classes on aspects of organic farming and learn about CSA operations at their Thursday farm stand. Interns may choose to participate in an Intern Swap and visit another program for a day.

## ***How to Apply***

- If Commonwealth Development offers a job training program at your school, you must apply through this program. Please contact [alisha@communitygroundworks.org](mailto:alisha@communitygroundworks.org) if you are unsure if Commonwealth visits your school, or would like to learn more about this program. After you are accepted with Commonwealth's job training program, they will guide you in applying for an internship with the Kids' Garden.
- If Commonwealth Development does not offer a job training program at your school, or if you are a returning Kids' Garden intern, you may apply directly by submitting a cover letter and resume to [alisha@communitygroundworks.org](mailto:alisha@communitygroundworks.org).

Requirements of cover letter:

- 1-2 pages (maximum)
- Your preferred weekly schedule (Monday/Thursday or Tuesday/Thursday)
- Brief description of your experience with or interest in growing vegetables
- Brief description of your experience with or interest in working with children
- The community at the Kids' Garden values diversity. How has diversity contributed to success in other aspects of your life?

Application deadline: **February 15, 2017.**

Qualified applicants will be contacted for an interview date after the deadline has passed.