



INTERNSHIP DESCRIPTION

Job Title: KHK Urban Farm Internship
Reports to: Youth Engagement Manager
Draft: July 11th, 2019

Summary

The **KHK Urban Farm Intern** will support the programming of Kids' Food Basket Urban Farm and Experiential Learning Program by taking a proactive role to increase community impact. Learn more about nonprofit through hands on farm experience, educational opportunities and outreach events with both youth and adults.

This includes but is not limited to representing Kids' Food Basket in the community, becoming a dependable and versatile member of the team and reaching out to diverse audiences.

Job Responsibilities

- Community/Outreach Events/Farm Opportunities | Assist Kids' Food Basket team with activities at Kids' Food Basket events in the community and on the Kids' Food Basket Urban Farm
- Intern will work alongside program teams to develop and execute a farm market pilot program.
- An internship at a community farm can vary from day to day and may sometimes include work outside of the education/curriculum development realm such as building projects, working/harvesting on the farm, working at community partner sites and miscellaneous administrative tasks. We do ask that you are willing to actively participate in developing a mutually beneficial schedule.
- The intern in this position will work closely with the program teams to develop engaging, hands on, fun, educational curriculums for all ages.
- Provide support for physical farm work Lead and work with volunteer groups 5 years+ on Urban Farm, including planting, weeding, harvesting and cleaning, and packing produce
- Farm Interns will gain experience in cultivating a sustainable Urban Farm while learning skills in community leadership and youth development

Requirements for Urban Farm Intern

- Interest in learning about urban farming and sustainability
- Can work independently as well as collaboratively.
- Desire to learn about the work that goes into nonprofit event planning and coordination
- Experience working or volunteering in education programs.
- Eager to learn about how a nonprofit operates.
- Pass Background Check including Motor Vehicle Record

Skills and Qualifications

- Excellent communication skills, both verbal and written
- Strong organizational skills
- Demonstrated poise, tact and diplomacy
- Passion for taking care of stakeholders' needs
- Ability to train on multiple tasks and understand the larger scope of each task
- Friendly and professional demeanor
- Excellent attention to detail
- Extreme focus on follow through
- Demonstrate and utilization of an emotionally mature and political approach within the workplace
- Outgoing, friendly personality
- Excellent interpersonal skills both in person and over the phone with high level of professionalism
- Comfortable working with diverse populations
- Highly organized with the ability to work in a fast paced, ever changing work environment
- Possess project and time management skills
- Experience working in the nonprofit sector as a volunteer or staff member is preferred
- Well versed in computer programs (Microsoft Office, Excel and Outlook required, experience in Raiser's Edge or other database preferred)
- Can work independently as well as collaboratively.
- Basic understanding of hunger and poverty issues in West Michigan

Physical Activities

- **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to- position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

- **Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is subject to environmental conditions. Activities take place indoors and outdoors across the year.

Work Schedule

- 10 to 15 hours per week
- Determined between you and your supervisor

Tier 1 Internship

- \$599 Stipend or School Credit
- Typically 150 hours required
- If school credit is desired, it is the responsibility of the student to seek and get approval from their school.

How to Apply:

Send cover letter and resume to: hire@kidsfoodbasket.org.

To be considered for this position, all applications must be received by August 5th, 2019

Kids' Food Basket provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, height, weight, genetic information, qualified disability, or veteran status. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.