



INTERNSHIP DESCRIPTION

Job Title: KHK Urban Farm Internship – Winter/Spring Semester
Reports to: Family and School Engagement Coordinator
Draft: July 2020

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.

Duties and Responsibilities

Essential Functions:

- 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.
- Use of hand and power tools as well as farm equipment
- SPhysical aptitude and health necessary to perform manual labor required management of the farm.
 - Ability to stoop, kneel, crouch, reach and walk and stand for long periods of time.
 - Able to pull, push and lift up to 50 pounds
 - Ability to perform repetitive tasks with wrists, hands and fingers
 - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds constantly to move objects.
 - Visual acuity to work on computers, operate machines and equipment
 - Ability to work with noise and vibration of equipment

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
- This is an all-weather position; seasonal flexibility and ability to adhere to a non- traditional work schedule
- Direct farm work, landscaping or greenhouse experience preferred but not required.

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

Work Schedule

- 20 hours per week
- Determined between you and your supervisor

Reports To: Stephanie Mellstead – Family and School Engagement Coordinator

Details:

- \$11.50 Hourly wage
- 20 Hours a week
- If school credit is desired, it is the responsibility of the student to seek and get approval from their school.

How to Apply:

To be considered for this position, send cover letter and resume to: [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org) Attn: Stephanie Mellstead.

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.