POSITION OVERVIEW

Washington Youth Garden seeks a creative and proactive individual with a passion for youth education and an interest in school gardens and social media for a paid internship. This is a paid 40 hour per week, seasonal internship. The Summer Program Intern will facilitate our field trip program – SPROUT, and also support the coordination of our summer teacher trainings.

The intern will spend the season building garden knowledge, learning new teaching and group management techniques, and working directly with youth of all ages in our once-acre vegetable garden within the U.S. National Arboretum. They will also spend significant time communicating with other garden-based organizations, ordering and organizing materials, and supporting the logistics of our one week Summer Institute for Garden-based Teaching. Lastly, they will also support communications, social media, and special events. There is some possibility to combine this position with the Spring Program Intern. This is a good position for someone looking to expand their understanding of garden-based education and specifically within the District of Columbia.

The mission of WYG is to nurture curious minds and healthy bodies by connecting youth to food, the land, and each other.

REQUIRED SKILLS & EXPERIENCE

The Program and Communications Intern will be organized, communicative, positive, energetic, and works well with others. They should be comfortable working outdoors in various weather conditions, and with people from diverse backgrounds. The ideal candidate will have some experience with the following:

- gardening/farming
- working with kids in a garden setting (i.e. holding worms, digging in the dirt, being close to honey bees, smelling herbs)
- using youth education teaching techniques (i.e. music, movement, games, crafts, and storytelling)
- email communications with outside parties
- bilingual language skills
- using Google Suite and Microsoft Office
- social media experience

REPORTS TO: Director of Programs

PRIMARY RESPONSIBILITIES

While there is variability based on the program needs throughout the season, the Program and Communications Intern will spend their time as follows:
- **SPROUT Program Facilitation (25%)**
  - Leading students (10 max) in hands-on garden activities
- **Summer Institute for Garden-based Education Coordination (60%)**
  - Order all supplies needed for Summer Institute, including kits of materials for teachers
  - Prepare curriculum binders for all participants
  - Prepare maps and other materials as necessary for training
  - Communicate with outside organizations to ensure they have all the information and materials they need
  - Support the direct facilitation of the one week training
- **FONA Wide Responsibilities (15%)**
  - Provide support for FONA Annual Dinner
  - Occasionally attend special events.
  - Share photos and stories for outreach and development.
  - Provide thrice weekly (up to daily) social media posts

**WORK SCHEDULE & COMPENSATION**
This is a part-time seasonal internship at 40 hours per week, Monday-Friday May 11th-August 14th. The Program and Communications Internship is a paid opportunity, earning $15/hour. Garden produce is available to bring home when available. Pay is subject to FICA and income taxes. As a seasonal intern, this position it is not eligible for health insurance benefits or retirement benefits, however, the intern will receive accrued paid time off and select paid holiday leave.

**TRAVEL**
This position is based out of the U.S. National Arboretum.

**HOW TO APPLY**
Send resume and cover letter to jobs@fona.org. Write “Program and Communications Intern” in the subject line. Applications are due February 16th.

All applicants will be required to complete a background check during the interview process.

*Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.*

**ABOUT FONA**
Friends of the National Arboretum (FONA) is a nonprofit membership organization working to preserve and enhance the U.S. National Arboretum (USNA) and bring this remarkable resource to life as an important part of the city and region. We work to provide financial support, educational and visitor programs to advance the Arboretum’s dual missions of research and education.
Established in 1982, FONA is headquartered on the grounds of the Arboretum in Northeast Washington, DC. We are growing rapidly and looking to add a dynamic member to our team. The primary program of FONA is Washington Youth Garden. Founded in 1971, Washington Youth Garden provides unique environmental science and nutrition education programming for youth and families. WYG nurtures curious minds and healthy bodies by connecting youth to food, the land, and each other.

Washington Youth Garden manages a one-acre organic demonstration garden on the grounds of the U.S. National Arboretum (USNA), in addition to five active school gardens. Through these outdoor classrooms, WYG offers year-round gardening and nutrition education through four programs: SPROUT, Green Ambassadors Program, Garden Science, and Family Programs. For more information about our programs, see www.washingtonyouthgarden.org/wygprograms.