

# New Roots Internship 2018

## Job Description and Expectations



**Job Description:** New Roots Internship focuses on urban agriculture education in metro-Omaha. Interns will learn urban agriculture skills and work with children and youth using our Grow-Your-Own curriculum. The Grow-Your-Own summer program is held at our partnering organizations: schools, non-profit organizations, and childcare centers. We are inspiring future generations of nature lovers, farmers, and garden-fresh food eaters! Interns will also work in our greenhouses, maintain gardens, harvest, process & deliver produce, learn about food security and food justice, and attend Big Garden events.

**Employment Requirements:** A valid driver's license, age 19+, successfully pass a background check before official hire.

**Employment Information:** Each intern will have an individual employment agreement. The internship will last 12 weeks starting **May 21st and ending August 15h**.

**Pay:** Interns will be paid a stipend of \$420/week for 35-hours of work. Paychecks will be issued on the 15<sup>th</sup> and the last day of each month.

**Hours:** Employment is **35 hours a week**. Hours are flexible (start and end time) based on your class schedule, staff meetings, events, and weekly garden projects. Interns are required to work 7 hours/day and take a 30 minute lunch break each day off the clock. Interns should expect to work at least one Saturday a month.

**Time Off:** Schedule changes need to be cleared through Education Director one week prior to the missed date. Missed hours can be made up during the same pay period. You will only be allowed 3 excused absences throughout the duration of the internship.

### **Expectations:**

- Interns will be expected to provide their own transportation to work and garden sites
- Report garden progress, needs and good things to Education Director.
- Interns will be expected to work with their teaching partner, plan for classes using our curriculum, prepare all necessary materials, and teach hour-long lessons at garden sites.
- Interns will be expected to participate in all events and trainings designated by Education Director as well as work regularly with volunteer teams.
- Interns are required to wear closed-toed shoes along with any other relevant safety equipment while in a garden or doing manual labor.
- Have fun and enjoy the internship!

**The Big Garden is an equal opportunity employer. Employment decisions are made without regard to age, race, color, religion, national origin or ancestry, sex, gender, physical ability or disability, veteran status, marital status, genetic information, sexual orientation, gender identity or expression, pregnancy or any other protected characteristics.**

## New Roots Internship Application



First \_\_\_\_\_

Last \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

By signing this application, I agree to actively participate in all trainings as required by The Big Garden.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please answer the following questions. Total responses should not exceed more than two (2) pages. There are no right or wrong answers.**

1. Why are you interested in the New Roots Internship? Please include personal interests and goals for the internship.
2. Please discuss your knowledge and experience in regards to organic gardening/farming or sustainable agriculture. Please also describe any experience working with children & youth.
3. State, in your own words, the meaning of community. Provide one example of how you personally interact with your/a community.
4. Write briefly about an idea, issue, or cause that you are passionate about. Briefly describe the subject and explain its relevance to your life.

Please include three references with contact information (address, phone, email). References can include a teacher/professor, a former or current coach, a faith-community leader, an previous employer, mentor, or a supervisor, please do not include friends or relatives.

Email, mail, or hand deliver all completed applications by **Thursday, March 15th, 2018**.  
Feel free to email with any questions or concerns that you may have!

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