



Position Description

TITLE: Garden Education Program Internship

GENERAL SUMMARY:

The Franciscan Earth Literacy Center (FELC) is an environmental education facility offering models of sustainability to the general public, featuring a “strawbale” house, solar array, wind turbine, innovative and impactful environmental programs for youth and adults, over 11 acres for farming, agricultural initiatives and outdoor activities, including a greenhouse, free range chickens, hoop houses, chemical free herb and vegetable gardens, woodlands and wetland area.

The internship will be a hands on experience in which the intern will be exposed to all facets of the operation of the FELC. The internship supports the FELC mission and its guiding principles, and promotes a positive, healthy environment for all FELC guests and staff.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Assists in planting, weeding, watering and harvesting a variety of heirloom vegetables, herbs and fruits following recognized chemical free practices.
2. Supports production planning and scheduling for FELC gardens and greenhouse.
3. Assists in the coordination of FELC garden and greenhouse volunteers.
4. Provides support to Community Supported Agriculture (CSA) shareholders.
5. Assists with the care, cleaning and feeding of the FELC animals, both indoors and outdoors.
6. Maintains all tools, supplies and equipment in a clean, safe and organized manner.
7. Assists FELC Education staff with gardening and nutrition programs/camps for both children and adults.
8. Performs minor office duties in furtherance of the operation of the FELC, including but not limited to answering phones, making copies, housekeeping and other day to day operational duties.
9. Responsible for knowing and adhering to the FELC safety procedures.
10. Offers additional support to the FELC staff as opportunities arise and time allows.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. At least one year of working toward or completion of an undergraduate degree in environmental education, natural sciences, agriculture or a related area.
2. Knowledge of basic gardening practices.
3. Ability to communicate clearly and effectively, and ask questions when clarity is needed.
4. Ability to follow through on assigned tasks.
5. Energetic, hard-working and enthusiastic team player.
6. Ability to successfully pass a background screen.

7. Work requires physical exertion and activities such as stooping, bending, lifting and pushing/pulling equipment. All apprentices must be able to lift and carry up to 50 pounds.

WORKING CONDITIONS:

The position will require most work to be outdoors. The internship will be approximately 20 hours per week for 10 weeks. Hours will be Monday through Friday in the morning and early afternoon.

INTERNSHIP BENEFITS:

1. Gain experience in teaching programs dealing with environmental education.
2. Gain experience in sustainable agriculture.
3. Gain experience in nonprofits and how they operate and issues they face.
4. Develop office and time management skills.

HOW TO APPLY:

Please e-mail your cover letter and resume to jalvarado@tiffinfranciscans.org