

2014 Internship Program

Community GroundWorks seeks adult community members and students to assist with sustainable agriculture, natural areas restoration, environmental education, and nonprofit administration. We offer both paid and volunteer internships under a variety of arrangements including academic credit.

Introduction

Community GroundWorks (CGW) is a nonprofit organization responsible for the development, management, and stewardship of Troy Gardens—an urban land project on the Northside of Madison, Wisconsin. The land is developed for multi-purpose use including community gardens, educational gardens, an organic farm, woodland and prairie restoration, nature trails, and edible landscaping. CGW also manages several urban agriculture and natural areas restoration projects around the City of Madison (for more information about Community GroundWorks see www.communitygroundworks.org).

Requirements for all Internships

- For the majority of our programs, interns work 300 hours over the course of the internship on a schedule set by the supervisor and the intern. For some programs, internships between 150 and 600 hours are available depending on program needs and the experience of the intern.
- At the close of the internship, interns must submit a brief written summary and/or evaluation of the program to their supervisor. The supervisor will provide details when the time comes.

Special Details for Paid Interns

- For certain programs, paid interns will submit a mid-point summary describing what you learned, what it meant to you, and what you might do with the experience/knowledge you gained in the future.
- Paid interns with a standard 300 hour internship will receive a \$2175 stipend paid in two installments: one halfway through the internship, the second at the end of the internship. Final payment will be generated upon completion of internship requirements. Stipends for internships of more or less than 300 hours will be prorated accordingly.

Application Process

Please submit the information requested on the attached application—**be sure to complete the specific program questions for the particular program to which you are applying.** Applications are accepted on a rolling basis but please note any deadlines for the particular program to which you are applying below.

Programs

Internships are available in the following areas:

Troy Community Farm

Goodman Youth Grow Local Farm

Troy Kids' Garden

Nonprofit Administration

Troy Natural Areas

Internship Description for Each Program

Troy Community Farm

There are thirteen intern positions available at the farm in 2014; two of those positions could be for second year interns, and up to five of those positions are paid. Please direct your questions and submit your application to the Farm Director, Jake Hoeksema, at jake@communitygroundworks.org. If you are applying for a second year position, please contact Jake for the appropriate application. All applications should be submitted by 2/28/14, though later applications will be considered if positions are not filled by that time.

Description of Internship: Troy Community Farm is a 5-acre, certified organic vegetable farm. We provide food for 175 CSA members, an on-site farmstand, and several wholesale accounts. Farm interns work in every aspect of vegetable production on our urban farm: greenhouse seeding, bed prep, transplanting, mulching, pruning, weeding, harvesting, cover cropping, irrigation, etc. Interns will have additional opportunities to work the CSA pickup, work in our sprout business, and share what they are learning as they supervise worker shares, students, and volunteers in the field.

All farm interns attend our series of formal intern classes on Mondays from 2:00 to 3:30 PM beginning on May 19th and ending on August 25th. The class series covers topics such as greenhouse production, soils, cover crops, irrigation, starting your own farm, and pest management, as well as several elective topics that interns choose as a group. There is also a field trip to a nearby vegetable farm, scheduled for a Tuesday afternoon in July or August.

Interns help to distribute the CSA share on at least one Thursday evening from 3:00 to 6:45 PM. Working the CSA pickup provides an important opportunity to interact with the community that eats our food. As a symbolic graduation from the farm internship program, interns can choose to participate in the intern solo week during the third week of October. For that week the farmers step aside and the interns harvest, pack, and deliver the CSA share all on their own.

All farm interns receive a copy of the *Troy Community Farm Intern Training Manual*. The manual provides detailed information about how things work at the farm, and includes copies of all the farm's planning and record keeping documents, such as our planting schedule and crop spacing guide. Interns use the manual as a learning tool, as a reference while working at the farm, and as a lasting resource once they leave the farm. The written manual in combination with weekly formal instruction, hands-on experience working side-by-side with the farmers, and increasing responsibility supervising others at the farm gives interns a solid foundation in small-scale organic farming.

For complete information on the farm internship program including the 2013 class schedule and comments from past interns, please visit: <http://www.communitygroundworks.org/get-involved/internship-opportunities/experiences/troy-community-farm>

Schedule: Ideally interns will work 20 hours per week through the height of the season (May through August). Interns who wish to start in April would work 8 to 12 hours per week for that month; and those who continue on into the fall could work anywhere from 8 to 20 hours per week in September and October. Our field schedule is: Mondays, 7 to 3 (3:30 on class days); Tuesdays, 7 to noon; Wednesdays 7 to 3; and Fridays, 7 to 12. All interns are required to be at the farm on Mondays for the weekly field tour and intern intensive day as well as the intern classes. Interns are also required to attend the field trip, which will be on a Tuesday afternoon in July or August from noon to 6:00 PM. Interns design their own schedule with the Farm Director within the above parameters.

Descriptions of Paid and Volunteer Positions: All farm interns receive the same training and education, as well as access to "farmer food" and our u-pick CSA flower and herb garden. (Farmer food is blemished or unsold produce that is available to farm staff, interns, and volunteers.) All these positions are educational internships and should be considered as such, whether or not they are paid. Paid interns are required to work at least 300 hours over the season and roughly 20 hours per week during the height of the season. They also receive a stipend of \$2175. Volunteer interns are required to work at least 200 hours over the season and roughly 8 or 15 hours per week. They also receive a Market Share CSA membership (see the Market Share brochure at www.communitygroundworks.org/what-we-do/troy-community-farm/csa/membership). Priority for paid internships is given to applicants who have worked on our farm before and/or have previous experience on other farms.

Natural Areas

There are two paid intern positions and two volunteer positions in the Troy Gardens Natural Areas. Academic credit may be available as well. Please direct your questions and submit your application to Patricia Lindquist at patricia@communitygroundworks.org. Applications should be submitted by 3/1/14, though later applications will be considered if positions are not filled by that time.

Description of Internship: There is flexibility within the internship for developing your own project related to the Natural Areas Program. The two paid positions will lead volunteer workdays and work on outreach efforts in the

Troy Natural Areas, using our Management Plan as a guide (see a link to the guide below). One unpaid position will work on a collaborative project with local municipalities, nonprofits, and citizen groups on urban forestry and Emerald Ash Borer awareness and education as part of our DNR Urban Forestry Grant and Wisconsin Environmental Education Grant. One unpaid position will assist with the management of the Troy Gardens Natural Areas.

The Natural Areas Program is working to maintain a healthy managed maple woodland, prairie, edible landscape, herb garden and prairie garden. Our restored natural areas create important habitats for native plant species and wildlife and provide wonderful educational opportunities for area youth and adults, including non-traditional groups such as people with disabilities and adjudicated youth. The Natural Areas Program provides community members with ongoing, hands-on educational opportunities related to the management of the site, and increasingly this program works with organizations and citizens in the surrounding communities on education and outreach. All interns will work with the Natural Areas Coordinator and Natural Areas Assistant to develop and implement their internship. For more information on the Troy Natural Areas Program, please see our Management Plan:

http://www.communitygroundworks.org/sites/default/files/resources/publications/TGNatAreasMgmtPlan_4.20.11.pdf

Schedule: These internships have flexible schedules.

Troy Kids' Garden Program

There are seven intern positions available in the Kids' Garden Program in 2014; up to three of those are paid positions. Academic credit may be available as well. Please direct your questions and submit your application to the Kids' Garden Program Manager, Ginny Hughes, at ginny@communitygroundworks.org. Applications should be submitted by 3/1/14, though later applications will be considered if positions are not filled by that time.

Description of Internship: The Kids' Garden Program provides hands-on educational programming in the areas of gardening, cooking, nutrition, arts, and nature study for a diverse population of young people in the Madison area. Please visit our website at www.communitygroundworks.org/what-we-do/youth-grow-local/kids-gardening for additional information about the Kids' Garden.

Interns will build their skills as environmental educators and gardeners as they work with youth from area community centers, elementary schools, and summer camps. Interns will assist the Kids' Garden Manager in developing, implementing, and evaluating program activities for children in our award-winning organic Kids' Garden, tallgrass prairie, edible landscape, and sugar maple woodland. In addition, interns will gain valuable experience training and supervising volunteers and helping to maintain and improve the Kids' Garden and Culinary Arts Outdoor Classroom. All interns will receive copies of *Got Veggies?: A Garden-Based Nutrition Education Curriculum* and *Got Dirt?: A Garden Toolkit for Implementing Youth Gardens* to use as references as they build their skills as garden educators.

Schedule: During the nine-week summer program (June 16 – August 15), shifts are 8:00 AM to 12:30 PM Monday-Friday. Paid interns are expected to work five shifts per week and volunteer interns are expected to work three shifts per week. During the seven-week spring program (April 28 – June 13) and six-week fall program (September 8 – October 17), shifts are generally 12:30 to 5:30 PM, two days per week (the particular days are dependent on the schedules of our partnering organizations). Please provide detailed availability on the application.

Goodman Youth Grow Local Farm

There are six Youth Farm internships available for 2014. These positions include: two paid farm internships, three volunteer farm internships, and one paid beekeeping internship. Academic credit is available for all internships. Please direct your questions and submit your application to Jennica Skoug, at jennica@communitygroundworks.org. Applications should be submitted by 3/1/14, though later applications will be considered if positions are not filled by that time.

The Youth Farm engages a diverse population of elementary, middle and high school students in hands-on, farm-based education in an outdoor classroom. Youth are actively involved in the entire process of running a half-acre urban farm, from raising seedlings in the East High greenhouse to harvesting produce and packing the food for delivery to the Goodman Community Center's Fritz Food Pantry. Students also participate in outdoor

cooking, art, and nature activities on the farm. The Youth Farm is not located at Troy Gardens – it is on land adjacent to Kennedy Elementary School on the east side of Madison.

Description of Youth Farm Internships: Youth Farm interns will develop skills in organic vegetable production as well as agriculture-based youth programming and environmental education. Interns will lead groups of elementary, middle and high school youth in educational farm tasks, as well as cooking, art, and nature activities. Outside of youth programming time, interns will work as part of a field crew, completing tasks such as bed prep, planting, weeding, harvesting, and watering. All farm staff assist the program manager with general program oversight and development, including planning daily activities, program documentation, and evaluation. Interns will participate in a series of professional development activities, including but not limited to: behavior management strategies, group facilitation techniques, and farm planning, as well as special projects based on interest. All interns will receive copies of *Got Veggies?: A Garden-Based Nutrition Education Curriculum* and Community GroundWorks' *Vegetable Planting Calendar* to use as references as they build their skills as educators and as farmers. For more details on the Youth Farm, please visit our website: <http://www.communitygroundworks.org/what-we-do/youth-grow-local/east-high-youth-farm>

Youth Farm Internship Schedule: During the nine-week summer program (June 16 to August 14) shifts are 8:30 AM to 1:00 PM on Mondays, Tuesdays, and Thursdays. Paid interns are expected to work all three shifts, while volunteer interns work two shifts per week. During the spring (April 22 to June 10) and fall (September 2-October 15), all farm interns work ten hours per week, with shifts on Tuesdays from 9:30am-2:30pm and Thursdays from 12:00pm-5:00pm. Please provide detailed availability on the application.

Beekeeping internship: The Youth Farm will also offer a special beekeeping internship in 2014. This intern will work five hours per week from April 15 through October 22, developing his or her skills in small-scale beekeeping and youth programming. The beekeeping intern will perform weekly hive inspections and management tasks such as splitting hives, adding supers, sustainable pest management, and honey extraction. This intern will also work with the farm manager to develop and carry out weekly youth beekeeping programs and coordinate honey sales with youth to support the program financially. While some exposure to beehives is required, extensive experience is not as important as a desire to learn. The farm manager will provide training and support to help this intern develop his or her skills throughout the season. The beekeeping intern may be asked to assist with other farm tasks or programming roles on occasion as needed.

Nonprofit Administration

There may be volunteer internships available in this area. Please direct your questions and submit your application to martha@communitygroundworks.org. Nonprofit Administration internships are available year-round and applications can be submitted at any time.

Description of Internship: The positions in this area focus on the essential business of keeping our nonprofit running smoothly and efficiently. Activities could include fund development, publicity, grant research and writing, and planning and implementing special events.

Volunteers

If you are interested in gaining experience with any of our organization's programs and cannot or choose not to participate in our internship program, please consider volunteering your time to contribute to this exciting and innovative urban land project. Contact Martha at martha@communitygroundworks.org or (608) 240-0409 or visit our website at <http://www.communitygroundworks.org/get-involved/volunteer-opportunities>.

2014 Intern Application

Please submit a short proposal (up to three pages) with the following information.

Contact Information

Name, address, phone, e-mail

Students should also note their student status and submit the name and contact information of a faculty sponsor if they are seeking academic credit for the internship. Students will be responsible for arranging and meeting the requirements of academic credit through their schools.

Schedule

State the desired timeline for your internship (e.g., May through October). Please be as specific as you can and list date ranges if you are flexible.

List the days and times of the week that you would be available for work. If the particular program to which you are applying has a set schedule (noted above under the descriptions for each program), please correlate your availability with that schedule.

Multiple Programs

While we prefer that applicants apply for the one internship that best suits their skills and interests, we understand that some applicants may be well-suited for multiple programs. In this case, we request that you apply to no more than two Community GroundWorks internships. If you are applying for two positions, please list the name of each program to which you are applying on your application and state which is your preferred position. If you hope to participate in two internships in separate programs, please explain how you will meet schedule and other expectations for the two programs involved.

Paid and Volunteer Positions

Some programs offer both paid and volunteer positions. If applicable, details on how they differ can be found under the specific program descriptions. Given the differences in schedule, expectations, and/or compensation, please state your preference for a paid or volunteer position. Please also describe your willingness to accept a paid or volunteer position even if it is not your preference.

Goals

Describe what you hope to learn through your internship. Include any specific areas of interests or even specific skills you hope to gain.

Experience

Describe the skills or experience you will bring to Community GroundWorks and to your program area in particular.

Specific Program Questions

Answer only the questions for the particular program to which you are applying.

Troy Community Farm

- Work on the farm is physically demanding. We must bend, stretch, lift, and haul repeatedly each day, sometimes in extreme heat, rain, or other unpleasant weather. Please assess your ability to perform such repetitive and physically demanding tasks, noting any physical constraints. Please also describe how you will meet these challenges and maintain a positive attitude throughout.
- Though we are part of a nonprofit, the farm is a business where we must balance income and expenses. Additionally we aim to provide interns with real instruction not only on how and why to grow organic vegetables but also on how to do it successfully on a production farm. We require speed, attention to detail, and follow-through, in all we do. Please describe and give examples of these three qualities in yourself.

Natural Areas

- The Natural Areas Program oversees the management and stewardship of our various natural areas including the prairie, maple woodland, edible forest, herb and prairie gardens. Please describe your experience with land management and stewardship.
- Groups of adults and youth often come to the Troy Natural Areas for tours or service-learning opportunities. Please describe your experience with public education and outreach including any experience coordinating programming.

Troy Kids' Garden Program

- Internships in the Kids' Garden Program involve facilitating hands-on experiences for children and regular garden maintenance in a variety of weather conditions. Please describe what motivates you to spend time outside gardening and teaching children about gardening, cooking, and nature.
- What do you think are the most important things young people should get out of a gardening program?

Goodman Youth Grow Local Farm

- Internships with the Youth Farm involve facilitating hands-on learning experiences for elementary, middle and high school students while performing physically demanding tasks in a variety of weather conditions. Please describe what motivates you to work outside growing food and teaching youth how to plant, grow, harvest, and prepare food.
- Groups of youth and adults visit the Youth Farm for educational programming and service-learning opportunities. Please describe your experience supervising and motivating groups of youth and adult volunteers.

Nonprofit Administration

- Please describe your familiarity with database programs.
- What is your experience with fundraising, including grant-writing and/or event planning?

References

List the names, phone numbers, and email addresses for two references who can speak to your interest in, and ability to succeed at, an internship with Community GroundWorks. References from current or former employers are especially welcome. If you wish to include reference letters, we would like to read them. Reference letters should be attached to your proposal and are not included in the three-page proposal limit.

Deadlines and Submitting Your Application

Applications are accepted and reviewed on a rolling basis. However, please take note of any deadlines for the particular program to which you are applying on the information sheet.

Submit your proposal to the supervisor of the program to which you are applying:

Troy Community Farm: Jake Hoeksema, jake@communitygroundworks.org

Natural Areas: Patricia Lindquist patricia@communitygroundworks.org

Troy Kids' Garden Program: Ginny Hughes, ginny@communitygroundworks.org

Goodman Youth Grow Local Farm: Jennica Skoug, jennica@communitygroundworks.org

Nonprofit Administration: Martha Worcester, martha@communitygroundworks.org

Final Steps

The supervisor for your program will contact you with any questions and may set up a time to meet with you for an interview after your application has been reviewed.

The program supervisor will contact you with the decision regarding your application in advance of the potential start of your internship, usually several weeks before.