

Job Description: Intern Supervisor Revised 1/13/22

Position Summary:

- The Healthy Harvest Community Garden Intern Supervisor (IS) will be responsible for recruiting workforce development interns from the Halifax County School System.
- The IS will instruct, direct and supervise students on site at the Southern Virginia Botanical Gardens (SVBG) during the summer season (school break, usually June through August).
- The IS should be a strong leader with gardening knowledge and experience and capable of doing physical work.
- The Intern supervisor is a paid contract position, requiring approximately 16 hours per week from early June through late August. The intern supervisor position reports directly to the HHCG Committee Chair.

Position Experience:

- This position requires experience with gardening and/or farming. Preference will be given to applicants who possess teaching experience and a degree in Agriculture or Horticulture and/or Master Gardener certification.

Position Responsibilities:

1. The IS will recruit eligible candidates for summer internship from within the HCSS, drawing from recommended students at the high school level.
2. The IS will ensure that prospective students complete all application paperwork and reference checks and will submit packets or final approval to the HHCG Committee.
3. The IS will supervise the garden work of 8 – 10 interns per summer within the HHCG and SVBG.
4. The IS will be on site whenever interns are working. The IS will log daily times of arrival and departure of all interns and transmit this information weekly via hhcg4you@gmail.com.
5. The IS will ensure that all produce is picked in a timely manner to maximize quality and yield.
6. The IS will ensure that all produce is properly washed (per Food Safety guidance in potable water), sorted, weighed, packaged and stored. Oversized or damaged produce will be weighed separately, recorded and disposed of properly. Reasons for loss will be noted and reported

7. The IS will schedule interns to work in 4-hour shifts, usually 8 am to noon Monday, Wednesday and Friday or on a flexible schedule to ensure that produce is picked and distributed on a regular basis.
8. The IS will present information/education to the interns on a weekly basis from the HHCG Workforce Development Curriculum; additional education may be provided from other speakers.
9. The IS will ensure that a minimum of 60% of interns' time is spent working in the HHCG; other tasks and projects may be assigned to provide additional horticultural and environmental education when there is no tasks or project in the HHCG to be done.
10. The IS will ensure that all work place health and safety protocols are adhered to and will immediately report any adverse incidents to the HHCG Committee Chair, Garden Manager A or their designee (see Incident Report form).
11. The IS will complete monthly evaluations on all interns to determine participation and benefit from the program; this information will be communicated in written format to the HHCG Committee Chair.
12. The Intern Supervisor will attend all HHCG Committee meetings or Zoom sessions with updates and activities preformed in the garden .
13. All news releases pertaining to the HHCG need to be reviewed by the HHCG Chair prior to submission to the news media.

This is a compensated contract position: per summer season (June, July and August).

Position performance will be evaluated monthly.

I have read and agree to comply with all elements of this job description and have received a copy:

Signature