



Sherman School Garden



Volunteer Internship Description

Overview

The Sherman School garden is an oasis where socioeconomically disadvantaged children and their families can learn about gardening, taste real unprocessed food and appreciate the natural environment. About 98% of the school's student body is low income and minority. About 75% of the students are English learners and about 10% of the student body is considered homeless — residing in shelters, unsheltered or doubled up with relatives. Many of the kids live on streets that are unsuitable for playing in and thus the school garden serves a critical role as a positive, safe greenspace where they can explore nature.

The School Garden Intern works with different constituencies to ensure that Sherman Elementary maximizes the educational potential of its garden. Under the direction of the Garden Coordinator, s/he will learn the ins and outs of program planning and operations, fund raising, event planning/execution and nonprofit/volunteer management.

QUALIFICATIONS

- Excellent verbal, written and interpersonal communication skills
- Highly organized and detail oriented, able to meet deadlines
- Reliable transportation
- Open to graduate and undergraduate students
- Spanish language fluency desired but not required
- For contact with students, volunteers will need a negative TB screening (\$20 test is reimbursable) and volunteer clearance.

RESPONSIBILITIES

Depending on interests and experience, the intern will focus on one or more of these areas:

Garden-Based Environmental, Nutrition and Horticultural Education

- Collaborate with garden instructional staff to coordinate activities, lessons and materials.
- Prepare, test and evaluate experiential garden-related lessons for K-5 students on a variety of subjects including nutrition, ecology, math, science, language arts and art in the school's outdoor classroom.
- Be a positive role model: model respect and curiosity for learning, and encourage students' interests and talents.
- Create curriculum for "in-school" field trips.
- Prepare nutritious kid-friendly cooking demos and recipe cards featuring garden produce.
- Recruit and coordinate with nonprofits and community volunteers to secure enrichment programming resources for school garden program.

- Plan and participate in community workdays and school special events.
- Research educational and gardening supplies and create inventory management system for these materials.
- Foster positive relationships with community groups, media, elected officials and other parties who can assist in fulfilling the Sherman School garden mission.
- Prepare concept papers/proposals and secure funding for special projects.

Healthy Recipe Challenge

- Coordinate Healthy Recipe Challenge to promote healthy cooking techniques and vegetable consumption to low-income students and their families.
- Produce English and Spanish-language videos of chefs and community volunteers doing healthy cooking demos with Sherman students.
- Facilitate engagement of students and their families in healthy original recipe development for publication in a school cookbook.
- Coordinate tasting events, possibly using Slow Food USA taste education curriculum.

Garden Festival

- Plan and coordinate logistics for school's largest family event, held May 25th.
- Secure commitments from nonprofit exhibitors to provide educational booths.
- Develop corporate sponsorship program and secure donations for the event.
- Conduct qualitative & quantitative evaluation to highlight best practices and reveal areas for improvement
- Maintain timely communications with all stakeholders.

Resource Development

- Recruit, orient and manage volunteers for garden maintenance.
- Research and develop "healthy" and sustainable revenue streams for funding the school garden program, leveraging community-based and external assets.
- Develop innovative fund raising activities appropriate for low-income school community.
- Identify grant sources and draft funding proposals.
- Identify businesses and community groups that can provide resources and technical assistance for school garden.

Communication, Leadership and Technology

- Assist with marketing of school garden program and associated events.
- Maintain contact databases.
- Assist with website development.
- Develop event flyers, correspondence and press releases as needed.
- Produce personalized thank-you notes to donors.
- Take photos of students with signed media releases for marketing/donor appreciation use.
- Produce social media, e-newsletter or blog content to "tell the story" of our program.
- Research and implement technology solutions suitable for programming and resource development.

APPLICATION PROCESS

1. Carefully read the job description above.
2. Identify the focus areas you are most interested in and explain how your experience and skills are a good fit.
3. Send these thoughts in an email to: **ShermanGrows@gmail.com** and attach a resume.
4. We will acknowledge receipt of your application and notify you if we wish to talk with you further about the position.
5. Questions? Call Garden Coordinator at 858-210-2628.