



Program Coordination Internship

Organization Description

Olivewood Gardens and Learning Center is a garden and nutrition education center that uses hands-on cooking, gardening, and science education to teach students and families about nutrition and environmental stewardship. We provide classes, field trips, and community events to children and adults from National City and around San Diego County. Our purpose is to connect children and families to the source of our food and to encourage adventurous and healthy eating.

Internship Description

The goal of the Program Coordination Internship is to learn program management and leadership. The intern will collaborate with the Schools Coordinator to assist with the planning of our biggest community event, the Day of Play as well as to provide support and implement field trips. The intern will gain a unique 'big picture' view of various education programs and will have the exciting opportunity to work on a long term project term project, that reflects the intern's interests, skills and knowledge at the same time as it supports Olivewood's mission and programs. Internships are unpaid, but class credit is available.

Objectives

The intern will:

- Gain experience planning a community event for more than 500 participants
- Learn how to collaborate with event partners
- Learn how to successfully carry out a community event with various moving parts: participants, volunteers, and partners.
- Gain first-hand experience with management of alternative education programs; including day-to-day logistics and on-going operations

- Learn about experiential education techniques in non-traditional classroom settings
- Gain experience working with children and adults of different ages
- Network with elementary school teachers, school district representatives, nutrition educators, and nonprofit organizations all over San Diego County
- Understand local health concerns and education challenges
- Develop a long-term project that supports Olivewood's mission and educational programs

Duties will include:

- Support the planning of Day of Play
- Serve as Olivewood communication liaison with volunteers, sponsors and partners
- Support field trip program; including set-up and clean-up, greeting students, teachers and chaperones, and reviewing rules, dividing students into groups and coordinating rotations, checking-in with volunteers and staff, and problem solving if issues arise
- Communicate with teachers to manage day-of concerns, represent Olivewood Gardens and solicit feedback
- Track daily attendance and collect paperwork
- Help with data entry and record keeping
- Assist with or manage on-going projects

Commitment*

The Program Coordination Intern will work approximately 10-12 hours a week for the duration of the semester. Interns are asked to commit to one full day of field trips (Monday, Tuesday, or Wednesday from 8:30am to 2pm), with other dates and times flexible to support with Day of Play. Interns will also be asked to assist with occasional weekend events.

*Student Interns with large hours requirements (120-200) are encouraged to apply, but they must be available on Mondays, Tuesdays, and/or Wednesdays between 8:30am and 2pm.

Qualifications

We are seeking energetic individuals with a keen interest in working with students, teachers and schools; fastidious attention to detail; and a vibrant appreciation for the life lessons learned around the table, the garden and nature. The ideal candidate...

- ... is community service minded
- ...is a good public speaker with strong written and oral communication skills
- ...has experience working with children
- ...is computer proficient (including Microsoft Office, social media platforms, and Google apps)
- ...is a current college student or recent college graduate
- ...is eager to learn and have fun!

This position is open to all majors. Spanish language proficiency is ideal, but not required.

To Apply

1. Submit a Volunteer Application (<http://olivewoodgardens.org/get-involved/743-2/>).
2. Please submit a resume and a cover letter (1) explaining why you want to be an intern at Olivewood Gardens, (2) detailing any internship-related experience, and (3) how this experience would help you achieve your professional and/or personal goals. Please email these documents to Cristina Juarez, Coordinator of Volunteers and Outreach, at cristina@olivewoodgardens.org.
3. Applicants will be interviewed prior to placement.