



The Green Heart Project

Mitchell Farm Apprentice/Intern

The Green Heart Project is 501©3 non-profit and farm-to-school program that pairs local volunteers with students in an outdoor classroom setting to build and maintain urban gardens, connecting students to healthy foods, reiterating classroom curriculum, instilling virtues of hard work and success, fostering relationships and building community.

Position Description:

The Mitchell Farm Apprentice’s primary responsibility is to make sure that the Mitchell Farm and school garden areas are maintained and organized throughout the course of the semester. This role is essential to the success of our Farm-to-Schools Program at Mitchell Elementary, as the garden is the foundation that our program is built upon. The Farm Manager will work both independently and collaboratively with the Agricultural Director, Program Manager, and Executive Director. He or she will report directly to the Agricultural Director for regular supervision, direction, task list, etc.

The Farm Apprentice will be responsible for maintaining the Mitchell Elementary Garden on a regular basis over the course of the semester. The Farm Apprentice’s work will be communicated in a weekly meeting with the Agricultural Director, and executed through the week. This work can be done independently or through the after-school and volunteer hours that the Apprentice will oversee. He or she is expected to attend all after school and volunteer sessions in the Mitchell Elementary garden on Wednesday evenings from 4-6PM or when otherwise scheduled. The farm apprentice should expect to spend approximately 1 hour per day in the garden “walking the farm” and responding to relevant needs or to those delegated by the Agricultural Director.

The Farm Apprentice needs to be an independently motivated, detail-oriented, punctual individual who thrives in an outdoor setting doing hands-on work and can lead a group. It is recommended that he or she have prior agricultural knowledge and experience. He or she must be willing to work occasional weekends. The ability to adapt, create and get dirty in the garden is a must!

Duties include but are not limited to:

Maintain and Organize the Garden.....5-7 hours (weekly)

- Correspond on a daily basis with Agricultural Director about tasks to complete in the Mitchell garden
- Identify, monitor and carry out garden tasks as they relate to garden needs
- Activities to include: weeding, row prep, seeding, transplanting, water, fertilize, harvest, record keeping, trouble shooting
- Record all harvests, produce drop offs, maintenance issues, purchased items, planting schedule changes, etc. performed on shared Google Drive doc.
- Maintain garden shed and supplies on site at Mitchell Elementary
- Deliver harvested produce to assigned restaurant, take photos of drop off, upload to shared photo stream
- Ensure the planting schedule is carried out successfully
- Collaborate with Ag. Director to plan and add new crop varieties, learning areas, resources to garden

Oversee/Attend Volunteer Opportunities.....3-5 hours (weekly)

- Be present forest-up, break down, and during all volunteer sessions and opportunities (Wednesday evenings from 4-6PM and as otherwise scheduled)
- Work in conjunction with Ag. Director to develop plan for each volunteer session a minimum of 5 days prior to scheduled date.
- Seek out local college and community groups to volunteer in the garden for weekend workdays throughout the semester
- Educate volunteers about the Green Heart Project, the history of our Mitchell Elementary garden and their role as a volunteer.