Title: Seasonal Garden to Table Internship Spring 2027

Employer: Garden to Table

Location: Elementary Schools in the Boulder Valley School District and some work from home

Job Status: Part time, seasonal January-May; 5 to 10 hours per week. Hours are flexible and depend on student credit hour needs and availability

Reports to: Community Outreach Director (Courtlyn Carpenter)

Application Process: If interested, please send a cover letter, references, and resume to courtlyn@gardentotable.org. No calls please. Applications due by January 1, and positions will remain open until filled.

Garden to Table Mission & Vision: Garden to Table empowers school communities with gardens and curriculum to engage all students in experiential outdoor education. Our vision is a future in which gardens are an integral part of every school, fostering connection with nature, student health and wellness, academic engagement and achievement, and environmental and community stewardship.

Position Description: This internship program will focus on supporting our schools and staff by assisting in the maintenance and support of our partnering school gardens, including but not limited to: planting, caring for seedlings in the greenhouse, irrigation work, weeding, generating volunteer support for lessons, assisting with lessons, assisting with larger upkeep and new garden builds, assisting with integrated pest management applications, promotion, set up and clean up at fundraising events, donation assistance to local food banks, and promoting of program and mission through marketing and online platforms.

Responsibilities:

- Bed preparation in Spring, including cover crop integration and soil preparation
- Distribution and delivery of seeds, plants, and program materials to schools
- Tool maintenance and inventory
- Assisting parent volunteers, teachers, and GTT Educators during garden lessons by handing out materials, prepping and sampling harvested vegetables to students, and clean up
- Act as Garden to Table ambassador at school(s) and represent the program effectively
- Build strong relationships with community members to serve the needs of the school and students, and to promote our mission
- Attend tabling events to get more volunteers and engage school communities
- Act as a liaison between the school community, partner organizations, and parent and community volunteers
- Spread awareness of Garden to Table's program through conversations, presentations, social media, bulletin board displays, etc.
- Support organizational data tracking by collecting and inputting data related to program goals
- Collaborate with school communities to maintain and improve school gardens
- Attend staff meetings and be ready to engage with our small but mighty team!

- Share regularly with Garden to Table Staff and key partners to improve all aspects of program

Qualifications:

- Possess a High school diploma/GED /Be 18 years old or older
- Able to pass BVSD background check
- A commitment to Garden To Table's mission, vision, and values
- The ability to encounter challenges with a solution mindset and remain optimistic despite setbacks
- An openness to feedback and willingness to be coached
- Ability to build relationships, especially with students ages 4-11, as well as parents, teachers, and volunteers
- The ability to use judgment and available resources to make decisions, act, and complete tasks with minimal oversight
- Strong organizational skills and attention to detail
- Strong interpersonal, written, and verbal communication skills
- Ability to be responsive to email, phone calls, and other means of communication
- Preferred: Possess a valid driver's license and regular access to a vehicle (mileage will be reimbursed)

Desired (but not required) Skills and Abilities:

- Experience teaching and leading groups of students (especially ages 4-11) outdoors
- Experience with organic gardening, knowledge of Colorado weeds, pests, and disease
- Experience working with children and adults from diverse backgrounds
- Experience working or volunteering in the public school system or non-profit organizations, and in organizing a group of people with leadership skills
- Spanish language skills

Benefits for Intern:

- Support from mentors who have extensive experience with organic gardening and farming
- Exposure to non-profit operations from a well-established and long-standing organization and mentors who have a strong background in nonprofit work
- Education and hands-on experience in gardening and irrigation system planning and maintenance
- Free training and workshops offered through Garden to Table with the opportunity to present a portion of a workshop to volunteers and community members
- Academic credit (student is responsible for all applicable paperwork and deadline submission)
- Garden to Table is flexible on credit hours; preference is 3 academic credits for 120 hours of work
- Experience working volunteer events and opportunity for networking
- Development of time management, teaching, and leadership skills

Anti-discriminatory Policy: The Growe Foundation DBA Garden To Table pledges not to discriminate against any employee, volunteer, program participant or guest on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender or gender expression, sexual orientation, age, physical ability, veteran status, or political service or affiliation. The Growe Foundation pledges to incorporate access and planning for all programs for people with special needs. The Growe Foundation pledges to comply with the Fair Labor Standards Act.