Urban Garden Apprentice Program Lead Intern
Position Description

Overview
This position serves as the Office of Sustainability’s (OoS) primary liaison with the Sustainable Agriculture Program and the Grounds Department at the College of Charleston. Primary duties include exploring theoretical and pragmatic applications of sustainable urban agriculture through workshops, field trips, seminar-style discussions, and hands-on experience gained through volunteer opportunities and workdays in campus and community gardens.

Duties
The duties below may be amended as needed. The Urban Garden Apprentice Program Lead Intern will:

- Maintain and promote the Urban Garden Apprenticeship Program in collaboration with the OoS Media Team
  - Recruit and retain talented and committed garden apprentices
  - Organize field trips with community partners and Intern & Student Coordinator
  - Host periodic meetings with members in order to:
    - Teach Garden Apprentices about urban agriculture and its role in food security
    - Explore the interplay between social and environmental sustainability
    - Become competent in the fundamentals of gardening
- Explore, foster, and promote the Office of Sustainability’s garden plots, including the Tower Garden
- Monitor the health of the OoS office plants and provide plant maintenance training for the OoS Team when needed
- Collaborate with other sustainable agriculture leaders in the community, including, but not limited to:
  - MUSC Urban Farm
  - The Historic Charleston Foundation’s Romney Street Urban Garden
  - The Student Garden at Dixie Plantation
  - Charleston Permaculture Guild

Ability and willingness to lift and move at least 30 lbs is required. This position oversees the entire OoS Garden Apprentice Program under the supervision of the Intern & Student Coordinator.

In addition to the specific duties mentioned above, the Urban Garden Apprentice Program Lead Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

- Attend weekly meetings and mandatory Office events and trainings, including Orientation
- Maintain a project journal
- Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
- Meet with Staff Advisor on a semimonthly basis (2x/month)
- Submit weekly updates to Staff Advisor
- Complete one self-assessment
- Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 15 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to their assigned OoS Advisor and/or the Intern & Student Coordinator.