

# Community Gardens Internship

<b>FLSA Classification:</b> Non-Exempt Hourly	<b>Reports to:</b> Environment & Gardens Educator
<b>Compensation:</b> \$18/hour	<b>Schedule:</b> Part-time, 20 hours/week
<b>Employment Dates:</b> Summer 2026 Internship, 12 Weeks, May-August	
<b>Work Location:</b> CCE Madison Office, 100 Eaton Street, Morrisville, NY	

## SUMMARY

This internship is an opportunity to learn about developing and maintaining community gardens by supporting CCE Madison's Community Learning Garden. The intern in this position will get their hands dirty every day, helping maintain the Garden in concert with a team of Master Gardener Volunteers and CCE Madison staff. In addition, the Intern will have the opportunity to develop a research project, help deliver educational programming, or other projects to meet agreed-upon learning objectives.

## LEARNING OBJECTIVES & INTERNSHIP ACTIVITIES

- Garden design, planning, installation, and maintenance.
- Ecological Gardening practices
- Working with volunteers
- Assist staff in meeting deliverables for the Community Gardens Grant.
- Collect, organize, and track project data to support grant reporting.
- Support communication and onboarding for community gardens participating in the grant.
- Provide assistance at participating off-site community garden locations as needed.
- Develop professional written and verbal communication skills that cross generations and cultural backgrounds.
- Develop professional skills such as time-management, problem-solving, and interpersonal relationships.
- Assist with planning, installation, maintenance, harvesting and food distribution of plantings in the Learning Garden and other areas of the CCE Madison campus.
- Assist with Learning Garden centered content creation for social media.
- Assist with programs that use the Learning Garden as a living classroom.

## QUALIFICATIONS

- **Preferred Area of Study:** Horticulture, Biology, Plant Science, Botany, Landscape Architecture, Agriculture, Environment
- Strong written and verbal communication skills
- Attention to detail
- Ability to work as a team and independently
- Dedicated work ethic
- Desire for community impact in non-profit work

## PROGRAM BENEFITS

- Hands-on experience-based learning and training opportunities
  - Performance Reviews & References

- Job skill and power skill development

### **Health and Safety – Applied to all duties and functions**

- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

### **Policy – Applied to all duties and functions**

- Aware of, and adheres to, established Cornell Cooperative Extension Association of Madison County policies, and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

### **Equal Opportunity Employment**

*Cornell Cooperative Extension is an employer and educator recognized for providing equal program and employment opportunities in accordance with applicable laws.*