

# WillCounty

## Summer Internship Program

<b>Organization Name</b>	Harvey Brooks Foundation
<b>Industry</b>	Charitable Community Organization
<b>Internship Title</b>	Horticulture/Community Garden Intern
<b>Hours per Week</b>	15 hours/week
<b>Rate of Pay</b>	\$12 - \$15/hr
<b>Start/End Dates</b>	June 10 - August 16, 2024

### About Company

Harvey Brooks Foundation(HBF) is a 501c3 charitable community organization. Our mission is to promote and contribute to the preservation of the community by providing programs that assure scholastic /educational achievements, life-skill development, character building, and economic opportunities. Located on the campus of All Nations Church, HBF is in the heart of the community located on the southeast side of Joliet and has served the community since its inception in 1998.

### Position Description

Under the supervision of the Foundation's Community Garden Program Coordinator, the Horticulture Intern will provide direct support and assistance to the Master Gardener, camp counselor/assistants, youth and families of all ages participating in the community garden WE Will Grow Program and other Foundation summer youth programs. The Horticulture Intern is responsible for assisting in the following areas, including, but not limited to classroom instruction in/outdoor garden area, gymnasium, and other community partner sites.

### Knowledge, Skills, Abilities/Interests Desired

Must have or in the process of completing an Associate Degree, Certification or a degree in: Agriculture, Horticulture, or related field or level of experience preferred.

- Two years or more experience working with children and adults.
- Must be at least 18 years old
- CPR, First Aid Training helpful
- Experience with a computer based work environment

Competencies:

- Verbal Communication, Presentation Skills, Self-Motivated, Motivating Others, Listening, Objectivity, Confidentiality
- A positive attitude and the ability to be flexible in light of changing job situation/priorities
- A willingness to promote the mission of All Nations Church -Harvey Brooks Foundation.
- At times this employee is required to lift up to 40 pounds. The work environment for this position includes high levels of noise and flexibility in a constant changing environment.

### Physical Demand of Position

Gardening requires workers to bend, pull, push, stoop, and stand for some periods of time. Physical fitness is required.

**Documents Required**

- Resume
- Cover Letter
- Transcripts
- References
- Driver's License
- Background Check

**Business Contact**

Tempie Bates

**Title**

Community Garden Program Coordinator

**Contact Number**

(815) 722-2570

**E-mail**

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