



a program of the
Windham Regional Community Council, Inc.
872 Main Street • Willimantic, CT 06226
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www.growwindham.org

GROW WINDHAM INTERNSHIP PROGRAM

GROW Windham, a program of the Windham Regional Community Council, Inc., is a collaboration of community partners working to promote access to healthy food in the Windham region.

GROW Windham offers internships to college students and community members who want to impact their community while developing skills, gaining meaningful job experience, and/or earning course credit. Internships are customized to suit the goals and skills of interns and meet community needs.

WHO MAY APPLY.

- **COMMUNITY MEMBERS:** Internships are available year-round, and vary in duration and intensity, depending on the interests and time commitment of individual interns.
- **STUDENTS:** Internships are available for fall, spring, and summer terms, and can be customized to support study in a wide range of academic disciplines.

INTERNSHIP FOCUS AREAS.

Suggested internship focus areas are outlined below. *Please note that we encourage the development of customized projects that tap your strengths to meet community needs.* Interns are most successful when they are self-directed, flexible, and committed.

K-12 YOUTH PROGRAMS. Intern will work with GROW Windham staff to support, develop, and implement K-12 cafeteria, classroom and afterschool youth programming.

- *School Cafeterias:* Interns will assist the Windham FoodCorps Service Member to implement cafeteria-based activities to support and evaluate improvements in the school lunch menu.
- *K-5:* Interns will assist the Windham FoodCorps Service Member and Director of K-8 Programs to develop and implement food- and garden-based programming in elementary classrooms, cafeterias, and afterschool programs. Hours are Mondays-Fridays, ~3:30-5:30, and during the schoolday as needed.
- *Windham Middle School:* Interns will assist GROW Windham Staff to implement the “Dig In” Extended Day Enrichment Program, in which middle school students develop projects that support healthy food access in their school and community. Hours: Monday 3:30-5:30, Tuesday and Thursday, 2:30-4:00.
- *Windham High School/Windham Youth CORE:* Interns will assist GROW Windham Staff to implement weekly afterschool program in which students work in the ECSU garden and at community sites to develop leadership skills and learn about gardening, food justice, and community engagement. (Wednesday, 3:00-5:00; also every other Saturday morning starting in October)

GARDEN DEVELOPMENT AND MAINTENANCE. Intern will work in multiple GROW Windham garden sites, including the WAIM Community Garden in Lauter Park and ECSU Community Education Garden, to promote productivity, accessibility, sustainability, and community engagement. Responsibilities include: research and implementation of best practices to support garden maintenance, garden expansion and development, establishment of garden procedures to improve accessibility and engagement, and outreach and project development to promote community engagement. Hours are flexible.

GENERAL PROGRAM SUPPORT. Intern will work with GROW Windham staff to support aspects of the program. Suggested focus areas are listed below. Hours are flexible.

- **WEBSITE AND SOCIAL MEDIA DEVELOPMENT**
- **PLANNING AND IMPLEMENTATION OF COMMUNITY OUTREACH AND SPECIAL EVENTS**
- **GRAPHIC DESIGN (FOR PUBLICITY, PROGRAM AND CURRICULUM MATERIALS)**
- **PROGRAM EVALUATION**
- **ADMINISTRATIVE SUPPORT (CONTACT MANAGEMENT; PROGRAM DOCUMENTATION)**

WILLIMANTIC FARMERS’ MARKET. Intern will work with GROW Windham staff and youth participants to prepare for and sell produce at the Willimantic Farmers’ Market. Hours: June-October, Friday TBD (harvest and preparation); Saturday 7:30-12:30 (market – includes set up, sales, and surveying market participants).

SPECIAL PROJECTS. *Do you have a particular skill or passion that you think would serve our program?* Intern will develop and complete projects to support GROW Windham programming and outreach. Ideas might include: community food security board game, garden mural, promotional video, news articles, construction projects... Hours are flexible.

INTERNSHIP REQUIREMENTS.

1. APPLICATION.

- a. Complete and submit this application to info@growwindham.org. If possible, please also attach a resume.
- b. Once your application has been accepted, we will contact you to set up a phone or in-person "Brainstorming Session" to formulate your interests into a concrete plan of action which you will describe in your Workplan.

2. **WORKPLAN AND TIMESHEET.** Complete a Workplan, based on our "brainstorming session" that includes a timesheet outlining when and how your hours will be met throughout the course of your internship term. *It is your responsibility to make sure that your hours are validated by a GROW Windham staff member.*

3. **REFLECTION.** Interns are required to submit (every 2-3 weeks, via email) responses to the following questions:

- What new steps have you taken toward completion of your project?
- Are you on track for completion by _____?
- What additional support (and from whom) do you need?
- Please share at least one challenge, success, interesting experience, new relationship, etc... that you have encountered as a result of this internship.

GROW WINDHAM INTERNSHIP APPLICATION.

Please complete the following and email it to info@growwindham.org. For information please email or contact us at 860-423-4534 x312.

Contact Information.

Name: _____

Telephone: (____) _____ Email: _____

(if a student) School: _____ Year: _____ Major: _____

Intended duration of internship (Total hours? Hours/month?) _____

References.

1. Name: _____ Email: _____

2. Name: _____ Email: _____

Background. Please respond briefly to the following questions.

1. How did you learn about GROW Windham?
2. Why are you applying for this internship?
3. Tell us something interesting about yourself.
4. What are you good at? What do you love to do? How might these skills and interests enhance your role at GROW Windham?
5. Over the course of this internship, what would you like to learn how to do, or get better at? What characteristics or skills would you like to develop?
6. What are your future goals? How might this internship help you to further those?
7. Your role at GROW Windham. Read the list of possible internship focus areas on the front of this sheet. Which tasks or roles are most appealing to you? Which might you see yourself doing? Describe briefly the projects or roles that you might fulfill during this internship.
8. What impact would you like to have on our community as a result of your participation with GROW Windham?