

Little Otter Flower Farm Internship Job Description

Contact: Jennifer Kohn, jen.littleotter@gmail.com



Objective: A Little Otter Flower Farm Intern wants to have paid employment. In order to obtain paid employment, he/she needs to develop job skills such as time management, following directions, workplace stamina, giving and receiving feedback. In addition the intern may need to work on weaknesses that may be particularly associated with Autism such as auditory processing, sequencing, social interaction, sensory integration, and managing change and uncertainty in the workplace.

Internship duration/days/times: Internships are for renewable for three-month periods for a maximum of one complete growing season. The farm works with interns from the first week of February to the Friday before Thanksgiving, but interns can start any time during the season. We are flexible with days/hours and supportive of starting slow and working up to full-time, which is generally 8am – 3pm though we start earlier in the heat of summer (especially on harvest days) and later in the market off-season. NOTE: the weekly Bedford Farmers Market is on Saturday from 8am – noon from May - October. We strongly encourage interns to participate in the market because it is an invaluable social, communication, business and networking opportunity.

Requirements:

1. You must have your own transportation to and from the farm.
2. You must show up at the agreed upon days/times and follow agreed upon rules for being late/absent (e.g. text/call).
3. You must be able to work outside in all weather conditions 80% of the time.
3. You must be able to stand/sit/walk/carry and have the manual dexterity (fine and gross motor) and physical stamina to perform the tasks on the farm for the duration of your farm day/week as agreed upon at the outset of your internship.
4. You must be able to coordinate physical tasks with at least one other person (e.g. laying row covers, setting up hoops, transplanting, making market bouquets).
5. You must be able to follow multiple step instructions. You will receive the instructions orally, but you can request them in writing and/or video.
6. You must not have any physical sensitivities to water, soil, plants or weather.
7. You must have your own weather appropriate clothing (boots, pants, jackets, hats, rain gear). You must wear sturdy shoes (work boots or hiking boots are preferable,) and you may NOT wear

sneakers or any open-toe shoes including crocs. You must wear long pants, and you must wear a sun-hat. We will supply gloves and sunscreen, or you are welcome to supply your own.

8. You must not have a fear of animals including dogs, guinne hens, bugs, vols or other critters typically found on a farm.

9. You must be able to speak and understand spoken and written English and basic math (addition, subtraction, multiplication, division, identification of measurements) to calculate quantities, plant seeds and seedlings, measure netting and row covers, and make change at the market.

10. You must participate in weekly in-person social skills activities including role-pays for market and deliveries, and you must participate in daily critiques (one thing you did well, and one thing to work on) which are in writing, but can be taped orally (e.g. voice memo) or on video.

11. You must participate in daily/weekly meetings with Jennifer to set goals, review your progress, and work towards achieving paid employment.

Activities and Decision Rights:

You will have a choice of activities based on the daily needs of the farm. Daily tasks will be written on a white board, and everyone working on the farm that day will discuss the tasks and who will do what when. We take a picture of the white board at the end of each day, and you will review your choices and accomplishments at your daily/weekly meeting (see below).

1. Farming activities including seeding, watering, transplanting, weeding, pinching, pruning and staking, harvesting, post-harvest flower conditioning, arranging and packing, cleaning buckets and tools, prepping and cleaning beds including building tunnels and laying frost cloth.

2. Marketing and sales activities including selling at farmers' markets, direct delivery to consumers and businesses, assisting brides in choosing and arranging flowers, developing and contacting prospect lists of businesses and customers, data analysis of sales activities.

3. Development activities include role-plays and other social skills training, completing personal development activities (e.g. vision boards, likes and dislikes activities) and employment preparation activities (e.g. resume writing, interview role plays).

Evaluations

1. You will write and/or record a daily journal consisting of one thing that you did well and one thing that you want to do better next time. Your journal should include some thoughts as to WHY you did something well (e.g. you had a lot of repetition) and WHY you faced challenges

and HOW you plan to do better next time (e.g. the weather made you feel stressed so you need to use more calming strategies when the weather is bad). You can choose the format of your journal (written, oral, video).

2. You will meet with Jennifer in person at least weekly to discuss your journal entries and receive feedback on your activities. At the weekly meetings you will set measurable goals for the following week.

3. You will track measurable outcomes of your activities in writing (e.g. on a spreadsheet). For example, Interns who participate in sales at the farmer's market will track sales. Interns who take responsibility for a plot will write and/or record field notes track the yield from their plot. Interns who participate in social media marketing will track the responses to their marketing. Specific targets will be agreed upon during weekly meetings.

Incentives

1. You will receive job recommendations and networking assistance commensurate with your performance.

2. You will be eligible for paid farm hours once you demonstrate that you can perform the farm tasks competently (including both accuracy and speed) without direct supervision. Transition from non-paid to paid hours will be discussed during your weekly meetings.

3. You will be eligible for random acts of kindness for yourself and/or choose random acts for others when you meet your weekly performance metrics.

Application Process

Please send an e-mail to Jennifer Kohn at jen.littleotter@gmail.com. Please write a brief note about why you are interested in a Little Otter internship and include the best contact information (phone/text/e-mail) and contact time Jennifer will contact you to set up a time to visit the farm and see if a Little Otter internship is a good fit for both you and the farm. Little Otter accepts interns on a first-come-first-hired basis, and we have capacity for 2 – 3 interns per season depending on the schedules and capabilities of the interns.