



Intervale Center - Work Study Guidelines

Introduction

The Intervale Center supports financially viable and environmentally sustainable agriculture. We manage 354 acres of farmland, nursery, compost production, trails, and wildlife corridors along the Winooski River in Burlington, Vermont, and we share what we do and what we learn with others around the state and throughout the world.

Our mission is to develop farm-and land-based enterprises that generate economic and social opportunity while protecting natural resources. Our goals are to grow viable farms, preserve productive agricultural land, increase access to local, organic food, compost and other soil amendments, and protect water quality through organic waste management and stream bank restoration.

We achieve this through our six programs:

1) Intervale Center Administration-Calkins Farmstead

The Center's home and gateway to the Intervale.

2) Intervale Conservation Nursery

A local source for native trees and shrubs for stream bank restoration.

3) Healthy City

Teaches local teens to grow and market produce, and distributes fresh produce to Burlington non-profits.

4) Intervale Compost Products

Vermont's leading compost operation, recycling 20,000 tons of waste each year.

5) Food Enterprise Center

In development, this is envisioned as a link between Intervale farms and consumers seeking nutritious locally grown food year round.

6) Agricultural Development Services

- ***Intervale Farms Program***
Creates opportunities for new farmers by leasing land and facilities to small organic enterprises.
- ***Success on Farms***
Works one-on one with farmers throughout the state to help strengthen their businesses and increase revenues.
- ***Intervale Consulting***
Shares our experience with others working to strengthen local food systems around the world.
- ***Food Hub***
A project that works with the community to identify emerging market opportunities for Vermont farmers.

What can work study students expect from working with the Intervale Center?

Work study students working with the Intervale Center can expect the following from their experience: hands-on job experience; an opportunity to learn skills and knowledge that can't easily be gained in a classroom; job training and experience working in a professional environment; and an opportunity to spend their work study stipend working off campus for a dynamic, well-respected non-profit organization.

Work study at the Intervale Center provides the opportunity for students to take responsibility in our daily program operations, providing valuable real-world experience. At the same time, the Intervale Center receives critical support to improve the quality and scope of our program delivery.

Requirements of Work Study Students:

In order to make expectations transparent, we have detailed the minimum requirements for work study students working with the Intervale Center. All students must agree to honor the following:

- 1. Scheduling:** Students must be able to devote time to their work in four hour blocks, during normal working hours, Monday through Friday. 8-hour days are preferable but we understand that they are not always possible. The student's time commitment will be set at the beginning of the semester and consistent throughout the semester unless otherwise arranged in advance. Beginning and end dates of the work commitment will also be set with your supervisor.
- 2. Attend a Work Study Orientation:** Students will be required to attend a two hour orientation on a Saturday before the start of their work commitment. In this time, students will gain a basic understanding of how the Intervale Center operates and will have the opportunity to meet other interns and work study students. This is an excellent time for students to acquire background for their projects.
- 3. Expectations:** Work study students are expected to conduct themselves as though he or she were a regular employee of the Intervale Center. As such, they are expected to adhere to basic standards of responsibility, punctuality, and professionalism. If these expectations are not met, students may be dismissed. Please note that this is not an opportunity for students to do homework or to study.

Application Process:

- 1. Information Sessions:** The Intervale Center will periodically hold work study information sessions. All students interested in applying for a work study position at the Intervale Center are required to attend this session where they will be given information about the Intervale Center in general and specific information about the positions which are available that semester. After attending the information session, applicants should submit their resume to the appropriate supervisor for consideration for an interview. Submission deadlines will be offered at the information session.

The next information session date can be found on the Intervale Center website:

www.intervale.org.

- 2. Interviews:** Students must go through an interview with Intervale Center staff after submitting a professional resume. We receive many applications for work study positions each semester and the interviews are intended to make sure that we make the best match between our needs and the needs of the student.

Work Study Positions:

Go to http://www.uvm.edu/career/students/work_study/ws_jobs_web.html#Intervale%20Center to view job descriptions that are currently available.