



Community Life Garden Nonprofit Internship Application Form

Thank you for your interest in participating as a CLG Project Intern. We value your privacy and respect your honesty. All applications will be kept confidential.

To Apply for an Internship

- Complete the entire intern application
- Submit with your application a cover letter stating why you are interested in this internship
- Submit your most recent resume

This program is seeking College level students to participate in a unique internship program. The application requirements, application form, cover letter and resume will be considered in selecting candidates to interview.

Student Application Requirements

- Enrolled College level students
- Minimum GPA 2.0
- Agricultural, Business and Public Administration students encouraged to apply
- Other related majors welcomed

Student Selection Process

Interns will be selected from the interviewed candidates. Up to three interns will be selected, but additional interns may be selected should additional opportunities become available.

Application Deadline - Ongoing

Interview Candidates and make Selections – Will be scheduled as candidates are selected.

Internship Orientation (One Hour) – Will be scheduled as candidates are selected.

The internship period can be from four to eight weeks depending on the assignments selected. The more complex the assignments, the longer the internship may take.

Questions? Call or email David González, Executive Director, at 714-200-3684 or david@communitylifegarden.org. Please email your completed application, cover letter and resume to the email above. For more information, visit www.communitylifegarden.org



Section 1: Volunteer Information

Date of Application: _____

Full Name: _____

Mailing Address: _____ City, State & Zip: _____

Contact Phone: _____

Email: _____

Employer: _____

School: _____

Sample questions to answer in your cover letter (You don't need to answer all):

What specific knowledge and skills would you like to gain from this internship?

What do you hope to achieve by participating in this internship?

What special skills or interests do you have?

What has made volunteer experiences meaningful for you in the past?

How will this internship relate to your academic experience?

Section 2: Volunteer/Internship History

Do you have volunteer/Internship experience? Yes No

If yes, please list, beginning with present or most recent experience.

Organization Name: _____

Address: _____

Position and Responsibilities: _____

Dates of Service: _____

Please add additional Sheet if necessary.



Section 3: Personal References

Please provide two non-family references:

Name:

Mailing Address:

Telephone Number:

Relationship:

Name:

Mailing Address:

Telephone Number:

Relationship:

Do you hold a valid driver's license? Yes No

If yes, which state? _____ Driver's License Number: (Will be asked upon acceptance)

Section 4: Volunteer Acknowledgment

I, _____ understand that the service I am performing for the Community Life Garden Project is being provided in a volunteer capacity. I understand that I will not receive any compensation or any other benefits in connection with my volunteer position. My volunteer role may include a few, if not all of the following assignments:

Coordinating and scheduling meetings, assisting in facilitating meetings, planning events, using Microsoft Office applications, conducting research and letter writing, data analysis, creating marketing materials, driving to meetings, developing business relationships, and participating in events and workshops.

To the best of my knowledge, there is nothing that will prevent me from being able to perform the essential duties of this volunteer position.

Signature: _____ Date: _____



Community Life Garden Project Additional Information

Who We Are

The Community Life Garden Board of Directors is seeking interns to assist with the creation of a community garden. Our focus is to serve the California Central Valley communities of Dinuba, Reedley and Orange Cove. The garden property is centrally located within five miles of these three towns.

We intend to provide a location where gardeners of all levels can grow their own produce and plants, enjoy physical outdoor activities, and learn about gardening and healthy eating. We plan to create a membership nonprofit where members will be able to rent garden plots on an annual basis, learn to cook healthy meals, and contribute the fruits of their labor to family, friends, neighbors, church and the community. Our vision is a community garden nonprofit that serves the community by promoting healthy lifestyles, self-reliance and community giving.

The Internship Experience

The primary focus of this internship project will be to create a marketing impact on the target communities that increases the awareness of and an interest in community gardening. The internship hours may vary per week, depending on assignments. Interns will be encouraged to work independently and work around their class and work schedule.

There are many phases to this project. As such, Interns will have a variety of opportunities to assist and learn. This includes helping to develop and organize a volunteer team that can assist with garden building events, help develop and implement outreach and marketing strategies, implementing business and neighborhood canvassing events, and assist in the planning and construction of the garden.

Interns will learn to coordinate and schedule meetings, assist in facilitating meetings, workshops and events, using Microsoft Office applications to create marketing materials, conducting research and data analysis, letter writing, and developing business and community networks and relationships.

Interns may attend meetings and as such will need transportation and a valid Driver's License. These meetings will provide opportunities for interns to develop their meeting management skills, understand and develop business relationships, and develop a greater understanding of their community.

Each selected intern will be asked to develop a project scope that defines the assignments they will accomplish and anticipated outcomes. From the project scope, works plans will be created with defined milestones. Assessment and feedback will be provided on completion of work plans and improvements in their skills. Interns will receive a final recommendations letter based on the completion of their assignments.

Interns will meet with the Executive Director and Board of Directors as needed to discuss their progress and direction. Ongoing communication via email and phone will be encouraged. Locations of meetings will be determined.