



Position Description

Position Title:	Education Intern	Direct Reports:	None
Department:	Program	Classification:	Non-Exempt
Location:	Kent County	Position Status:	Temporary/Seasonal
Reports To:	Manager of Education	Approved Date:	
		Revision Date:	

Position Summary:

This is a temporary position for the spring and summer of 2025. The Education Intern assists with education initiatives and lessons, attends youth and family-based outreach events, and documents activities in various software systems. Assists with urban gardening, nutrition education, and youth empowerment lessons. Additionally, the Education Intern supports administrative duties and prepares and organizes before and after lessons.

Organizational Values:

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow.

Since its inception in 2002, Kids' Food Basket has grown from serving 125 students in Kent County to serving over 9,000 children daily across four counties (Kent, Muskegon, Ottawa, and Allegan) with healthy nourishing meals through our flagship Sack Supper program and other community-driven meal provision programming.

In addition, over the past two decades, Kids' Food Basket has also increased healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruits on our ten acres of chemical-free, sustainable farm. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our five commitments:

Job Responsibilities:

1. Supports programming of groups of all ages in educational events about nutrition, agriculture and community. Including but not limited to teaching lesson activities to kids and adults, passing out supplies, and moving lessons along.
2. Serves as a Kids' Food Basket ambassador. This includes communicating the mission of Kids' Food Basket as well as food insecurity issues locally and across Michigan.
3. Assist with community organizations and coalitions engaged in health and food equity in West Michigan, to increase Kids' Food Basket visibility. Including attending community events, coordinating supplies, communicating with community members and representing KFB in the community.
4. Assists in the development of education initiatives in all counties (Kent, Ottawa, Allegan and Muskegon), including empowering youth in our community and reaching out to diverse audiences.
5. Supports and travels to all four counties.
6. Assists supervisor in partnership with grants team to research grant opportunities in alignment with Kids' Food Basket commitments.
7. Supports events which seek to increase food equity, address disparities, eliminate barriers, and improve outcomes in under-resourced communities.

8. Maintains comprehensive project reporting and documentation, tracks progress / time towards outputs and activities.
9. Supports administrative duties including scheduling of lessons and events, coordinating calendars to avoid conflicts, communicates effectively with stakeholders.
10. Coordinate preparation and clean-up for lessons, including preparing food, printing, cutting, packing and unpacking supplies.
11. Prepares and organizes before and after lessons.
12. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

1. High school diploma required. Associate degree preferred.
2. Two (2) or more years of relevant experience in leading and speaking in front of groups
3. Valid driver's license.

Other Knowledge, Skills & Abilities:

1. Proficient in Microsoft Office Suite.
2. Experience with Adobe or Canva preferred.
3. Good problem solving and ability to think creatively.
4. Excellent written and verbal communication skills.
5. Ability to use basic gardening tools. Understanding of nutrition, urban farming, or gardening preferred.
6. Comfortable speaking in front of groups, making presentations and leading groups.
7. Creates and upholds classroom management guidelines and expectations.
8. Welcoming, inviting, and passionate about the mission of the organization to build positive relationships in the community for volunteers, donors, and neighbors.
9. A sense of optimism and an assets-based way of viewing people and situations.
10. Ability to effectively interact with a diverse population from a variety of ethnic and socioeconomic backgrounds.
11. Have a desire to develop a basic understanding of hunger and poverty issues in West Michigan.

Physical Requirements:

Average Daily Physical Requirements	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				x	
Move about work area					x
Use hands/fingers to handle or feel					x
Reach with hands and arms		x			
Ascend/Descend (stairs/ladder/etc.)		x			
Bend, stoop, kneel, crouch, or crawl		x			
Communicate with various parties					x
Detect flavors or smells		x			
Ability to push, pull, and lift up to 30 pounds		x			
Visual acuity					x
Read and understand written word					x

Drive/Travel			x		
Operate computer and general office machines					x
Operate Machines:	x				
Other:					

Environmental Conditions:

Average Daily Environmental Conditions	None	On Occasion	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.					x
Warehouse environment: Exposure to dust, warehouse equipment, varied temperatures, and noise.		x			
Farm: Regular and continuous exposure to outside elements such as weather, animals, insects, etc.				x	
Travel: Limited exposure to outside elements.				x	
Other:					

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

To be considered for the position, please visit and apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/78c2c01f-ca87-43be-b701-81ef8e0fc90a/165673---Kids-Food-Basket>

Applications will be accepted and reviewed on a rolling basis