



Ignatius Farm Community Shared Agriculture (CSA) Internship Information Package 2010 Practice and Principles of Organic Agriculture

Ignatius Farm CSA is seeking 7 individuals curious and keen to learn about organic vegetable growing and community building. We offer 2 senior internships, 3 full-season internships, and 2 short-term internships. Both full-season and short-term internships are open to those new to organic farming. The senior internships are open to those with some organic farming background, as well as organizational and leadership skills. An interest in education and/or coordinating volunteers and public activities would also be an asset. We accept applications from any walk of life and background. International candidates will not be considered unless they are already in Canada and have working papers without our assistance.

The internship program is part of the CSA project of Ignatius Farm, a 7.5-acre organic vegetable operation which supplies produce for our CSA members – over 275 households and local businesses. The Farm



is one part of the larger Ignatius Jesuit Centre of Guelph, which includes apple orchards, a spirituality centre, wetland and woodland with hiking trails, located 4.5 kilometres from downtown Guelph.

The hands-on internship is complemented by a structured learning program, participation in the CRAFT Ontario program, and involvement with the CSA community. Interns are a key element of the CSA and can expect to contribute and learn skills in greenhouse management, field production methods, harvesting, distribution, planning, and working together with the shareholders. Applicants need to be fit, have good

stamina, be flexible, and be team players. The internship positions include a modest stipend, shared accommodation in the farm house, and vegetables in season.

To apply for an internship position, please read this entire information package and then send or email:

- Complete personal contact information (address, phone number, email)
- Résumé
- Cover letter including why you are interested in organic agriculture
- Indication of which internship you are interested in (senior/full-season/short-term)
- Indication of whether you are applying to more CRAFT farms than Ignatius
- 3 reference names and contact information

Application Deadline: February 8, 2010

Interviews will take place at the farm Feb 10-12, 2010.

Meet our farmers in person at our table at the Guelph Organic Conference, January 30-31, 2010.

www.guelphorganicconf.ca.

Send Application Information to:

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Ignatius Farm CSA

Internship Information Package 2010

Thank you for your interest in the Ignatius Farm CSA Internships! As a founder of the Collaborative Regional Alliance for Farmer Training in Ontario (CRAFT Ontario), with a strong reputation for solid internships, Ignatius Farm CSA has become a leader in Ontario's organic farming community. We have completed two books based on our experience: our Oh, to Grow! Primer for New Farmers is a resource provided to interns throughout the CRAFT network to introduce them to key concepts in organic agriculture; and Nurturing New Farmers is a guide for farmers who wish to host interns and mentor the next generation of farmers. We believe we offer one of the best organic agriculture internships in the country, and we encourage you to read through this information package thoroughly to see if one of our internships is appropriate for you. Past CSA interns are pursuing careers as organic farmers, academics, consultants, educators and social-ecological activists.

The Land

Ignatius Farm is one part of the Ignatius Jesuit Centre of Guelph. Our land includes over 600 acres of farmland, wetland, and woodland. The land of Ignatius helps create a green belt, which stretches from Guelph Lake Conservation Area to the Guelph-Elora Trail. The land has been owned by the Canadian Jesuits since 1913 and is the home of a small community of Jesuits to this day. There is tremendous diversity on this land—people, orchards, buildings, wild animals, gardens, and more. The activities here are likewise diverse including Loyola House (a spirituality and retreat centre); The Ecology Project; The Old Growth Forest Project; and Ignatius Farm, which includes the organic apple orchards and the CSA vegetable operation, community gardens, and rented farm land. Organic operations on rented land include participants beginning their own farm businesses. The whole farm became certified organic in 2004.

Our CSA

Our Community Shared Agriculture (CSA) project was started in 2001, and we are approaching the new season with much gusto. CSA is an alternative food access and distribution method where the shareholder is linked directly to the farm. Members purchase "shares" in the farm, paying at the beginning of the season for a share in the harvest over the course of the season, sharing also in the risk of food production. We strive to develop an informed and committed CSA, with individuals and families joining from all walks of life. The CSA Core Group is made up of a dozen members of the CSA who coordinate non-farming and membership-related activities such as intern liaising, newsletters, membership coordination, organizing community and fund-raising events, and business advising. Interns will each attend 1 Core Group meeting during the growing season.

The CSA grows a diverse array of vegetables each season for over 275 households and local businesses. The CSA also sells winter shares of storage crops. The CSA field is 19 acres, which includes 7.5 acres of vegetables and strawberries, with a rotation of grasses and legumes.

Who works on the Farm?

The CSA is part of Ignatius Farm. **Lorne Jamieson**, the Farm Manager, cares for the apple orchards and oversees field crops, rented community garden plots, and rented agricultural lands.

The CSA garden team is made up of two senior interns, three full-season interns, two short-term interns, and three farmers, sometimes assisted by volunteers and casual field hands. We will be working together almost every day over the course of the season and we aim to make this a healthy, challenging, and fun team experience.



Heather Lekx is the CSA Farm Manager. She is responsible for overseeing the entire CSA operation from field to office. Before beginning the Ignatius Farm CSA in 2001, Heather was involved with several CSA farms in Ontario and upstate New York, and also apprenticed in California, Florida, and Central America. Her academic background includes an Environmental Science degree from the University of Guelph. **Donald Bowyer** was hired as an assistant to Heather in 2009, after completing an internship in 2008, and in January 2010 we will hire another assistant.

The **senior interns** will work with the CSA Farmers, staff, and volunteers to facilitate all aspects of the CSA. More precisely, they will assist in field and market coordination, as well as educational programming for the interns, CSA members, and the public. One senior intern will also serve as the first contact for all field volunteers. These interns will work the same hours as the other interns, but at the beginning of the growing season there will be more office work versus field activities. As the season unfolds, the senior interns will have little office work; they would be in the fields and in the farm store with the rest of us.

Full-season and short-term interns will also take on specific responsibilities within the CSA, for particular fields and projects, as individuals or small working groups. These responsibilities will be based in part on the intern's individual learning objectives. We are seeking individuals who have a keen desire to learn about growing food organically by doing, who are interested in building friendships and community, who are enthusiastic, curious and open to new ideas. We expect hard work, commitment to the vision of the CSA, and the ability and desire to work as part of a larger team.

The timelines of our internships are:

Senior Interns ~ April 1 to November 26, 2010.

Full-Season Interns ~ April 26 to November 12, 2010.

Short-Term interns ~ April 26 to August 27, 2010.

Learning

We are committed to making this internship a learning experience. During orientation week at the beginning of the season, interns will assess their own personal skills and goals with the CSA farmers. We will write an Internship Contract, which embodies learning goals and how to meet them, as well as essential job performance. The contract will contain each intern's learning/skill development objectives and the CSA staff's commitment to facilitating these objectives, in addition to outlining expectations. It is a mutually agreed upon contract between CSA staff and the individual intern.

In mid-July/ August, we will do a mid-season evaluation to assess skill development and job performance, and reassess learning objectives. With senior and full-season interns, we will do a final evaluation at the end of the internship. These are structured opportunities for both interns and their mentors to talk frankly about the internship experience.

Our internship offers learning opportunities in many ways. We encourage learning through the following:

Skill building: Opportunities abound to gain concrete skills. These include greenhouse management, seedling production, bed preparation, use of tractors and machinery, weeding, transplanting, harvesting, post harvest handling, working with volunteers & the public, overseeing CSA distribution, facilitation of an educational workshop, writing field reports for the newsletter, and planning the u-pick herb and flower gardens. The senior interns would also be involved in facilitating additional educational activities and workshops for interns, members, and visitors.

Education Days: On Wednesdays (short weeks excluded), we set aside time to explore a particular topic on organic agriculture. These sessions range from a 2-hour workshop at the farm to a full-day field trip, organized according to the specific goals of the interns. Example past activities include workshops on basic botany and soil science and a tour of the Toronto Food Terminal. Core end-of-season workshops include budgeting and farm planning. Taken together, these education days lead interns through a structured curriculum in the Practices and Principles in Organic Agriculture.

Through CRAFT (Collaborative Regional Alliance Farmer Training), we join interns and farmers from other farms on the second Wednesday of every month for a day of work, field walk, workshop, and socializing (potluck!). Visit www.craftontario.ca to learn about other farms that are part of our CRAFT network.

Applied Learning and Mentoring: Biweekly, interns will go on a farm walk with the farmers and assist in setting the priorities for the next week. Interns will also each assume responsibility for planning, directing, and monitoring the activities in a particular field. Every morning, the CSA team gathers to outline the day ahead. Interns are encouraged to be observant, and to offer feedback and input based on their in-field discoveries.

Straight-Talk: Our Monday team meetings include opportunities for team-building and for receiving and offering friendly feedback to each other about our work together, which improves the quality of everything we do.

Self-directed Learning

Each intern also receives the *Oh, to Grow!* Primer for New Farmers, which will introduce them to key concepts in organic agriculture. Interns have access to the CSA and Ecology Project libraries, both of which are continually being updated. Suggested readings will be outlined according to the intern's learning objectives. It is highly recommended that you start on readings early, before the season is in full swing!

The information gained from supplemental reading materials and Wednesday education days is intended to help you understand the "big picture" in relation to organic agriculture and food security issues.

Work Schedule

Working on a farm is demanding, hard, and long work. One must be prepared to work hard, sweat, and have sore muscles. One can also be prepared for the work to be educational, deeply meaningful, and rewarding in ways one can't always predict. We balance the hard work with basic lessons on growing, involvement with the CSA, team building, and great vegetables.

For most of the season, we all work Monday to Friday, 7am to 5pm, with rotating weekend duties and extended hours on vegetable pickup days. We begin promptly at 7am with a review of the daily plan. It is expected that all interns be ready and dressed appropriately by the scheduled start time. There is a short 20-minute break in the morning and a 1-hour lunch break. On Monday afternoons, the CSA team meets to check in and lay out the plan for the week. We eat together for lunch, with CSA team members rotating responsibility for lunch preparation and dish duty.

At the beginning of the season we will coordinate the rotating weekend greenhouse and irrigation duties, in which one intern will be responsible for managing the ventilation and watering of the greenhouse for the entire weekend, as well as any necessary field irrigation.

The CSA pickup days, Tuesday and Friday, begin in the third or fourth week of June. To provide excellent service and the freshest food, these days are also rigorous harvest days. Two people work in the Store running the CSA pickup, with one person on cleanup duty; this means extending the workday beyond usual work hours on these days.

The CSA Farmers love being out in the field, and we spend the majority of our time in the field, but we also have meetings and office responsibilities each week and thus will not always be outside.

Stipend

Internship stipends for full season and short term interns are just over \$225/month. The stipend for senior interns is yet to be finalized, based on grants secured and internship donations. It is important that you recognize that no stipend is intended to compensate for labour at an hourly rate! It is a token of our thanks for your work barter with us for education in the skills and principles of organic agriculture.

Living and Cooking

Interns each have a room in the Farmhouse, at the north end of the property. The Farmhouse comes equipped with a comfortable kitchen, and living space, and 2 bathrooms. The interns are responsible for the cleaning and care of the Farmhouse. While the Farmhouse is the domain of the interns for the better part of the season, on rare occasions space may need to be shared with volunteers and visitors, for which interns will be given ample notice. Interns are not expected to cover utilities, but are required to cover their long distance phone charges. If you wish to do an internship and live off the farm, the details should be discussed with Heather.

Each workday one team member will be responsible for buying ingredients and cooking lunches for the CSA team on a rotating basis (bring your recipe books!). This individual may leave the field an hour before lunch to prepare. We will all eat lunch together at the Farm Workshop. Other than lunch, interns decide the terms on allocation of groceries, preparation of meals, and daily clean up at the Farmhouse. Interns are welcome to vegetables as per eating needs, which become available in mid-June. Please consult our Harvest Chart, which outlines roughly when various crops come into season.

Time Off

It is important that each person is well rested in mind, spirit and body. Time to rejuvenate is essential.

Vacation: All long weekend holidays will be given off [May 24, July 1, August 2, September 6, and October 11], plus 4 additional days for senior interns, 3.5 additional days for the full-season interns, and 2 additional days for short-term interns. Interns will be expected to work one long weekend in order to cover greenhouse and irrigation duties. The Farmers will also be taking vacations.

Sick Time: Everyone gets sick on occasion. Sick people don't work. But, if you are sick for more than 7 days over the season, we need to revisit the work contract.

Personal Time: We all need to go to the doctor, take our car in for repairs, or go to a wedding. Everyone is entitled to up to 2 days worth of time for personal needs; this time can be taken as half days. Personal time cannot be taken on a harvest day. It is not necessary to make up this time but it is necessary to give us ample notice (at least a week). Funerals do not count as personal days.

Visitors

We like having folks join in the CSA! Working visitors are always welcome. Please let us know in advance so she can incorporate them into the work schedule. Because the farm property is used by many people, it is expected interns speak first with us about guests staying at the Farmhouse. Guests staying at the farmhouse longer than a week must be working guests. Please remember that if having visitors on farm property interferes with work, it may be more appropriate for them to visit on the weekends.

Ignatius Farm Standards

Ignatius Farm is many things to many people: office space, CSA farm, apple orchard, rented farmland, residence, and spiritual retreat centre. It is a bustling, lively place. We are part of a larger community and thus need to act with politeness, professionalism and respect with individuals who are enjoying Ignatius property. Noise levels need to respect the different uses of the property, including those on silent spiritual retreats. Social activities/events/potlucks need to be planned accordingly. As an intern, you represent the CSA to the shareholders on pick up days so please be helpful, warm, and have a clean shirt on!

There will be no use of recreational drugs. Use of recreational drugs on the property is cause for immediate dismissal. There is no tolerance of harassment; sexual harassment is cause for immediate dismissal of the harasser. Bringing pets is discouraged. Interns wanting to make an exception for an animal must bring their pet to the interview. Alcohol consumption is allowed in moderation after work hours. Smoking is not permitted by farm staff. Maintaining cleanliness of work areas and common living spaces is expected, for the health and safety of all. Because you may occasionally be giving farm tours to a group of children, we need to have a police check done.

Other items you are required to have are:

- functional watch
- clothes for all weather (including rain coat, rain pants and rainboots)
- steel-toe boots (required for tractor work)
- work gloves
- wide brim hat
- linens and towels
- bicycle
- up-to-date tetanus shot
- a police check

**We believe our internship is amazing!
We hope this information package allows
you to assess if the Ignatius CSA internship
is appropriate for you. If so, we look forward
to hearing from you.**

Thank you for your interest.

