



FOODPRINTS CLASSROOM ASSISTANT (Spring 2023)

Updated: November 2022

POSITION DESCRIPTION: FoodPrints Classroom Assistants – including interns, federal work-study students*, and volunteers – are responsible for assisting with all aspects of the FoodPrints program. They work directly with the school’s Lead FoodPrints Teacher(s) for preschool through 5th grade classes. This position will support the work of the FoodPrints program at one or more public elementary schools in Washington, DC during the 2023 Spring Semester. This position may also be asked to participate in training and periodic check-ins, conducted by FoodPrints’ Service Learning Manager.

**Federal work-study option is only available to AU and GW students.*

PRIMARY RESPONSIBILITIES

- Support Lead FoodPrints Teachers in implementation of FoodPrints programming, including preparing lessons and set up/clean up
- Assist with FoodPrints classes in outdoor gardens and in indoor classrooms*
**comfort with being inside with students & other adults is necessary; masks may be required for all*
- Support FoodPrints teachers with class documentation, such as gathering anecdotes & photos)
- Complete a weekly timesheet to track their hours

PREVIOUS EXPERIENCES & STRENGTHS

- Required: completion of at least one year of college
- Required: ability to work as part of a team and independently
- Required: experience working with elementary age children or in a school setting
- Required: a shared commitment to FRESHFARM's dedication of becoming a more anti-racist and equity-focused organization
- Preferred: gardening/cooking experience or interest in nutrition and local/seasonal food

PHYSICAL & OTHER REQUIREMENTS

- Ability to work outdoors in all weather conditions while upright and/or stationary for a few consecutive hours at a time
- COVID protocols: must be fully vaccinated (2 pfizer/moderna or 1 J&J) AND receive/have received a COVID-19 booster when eligible to comply with DCPS requirements; must be comfortable wearing a mask and working both indoors & outdoors if requested by the school or FoodPrints staff
- Reliable internet connection and access to a personal device to check and emails/texts daily
- DCPS Volunteer Clearance (free, valid for 2 years); FoodPrints will support assistants in acquiring this clearance
- Ability to drive, bike, scooter, walk, or take the public trans to assigned school(s)

POSITION DETAILS

- This is a seasonal, part-time position with variable weekly hours:
 - FoodPrints Classroom Assistants will spend 3-20 hours per week supporting the FoodPrints program at one or more schools.
 - FoodPrints sessions occur during the school day (8am-4pm) or after school (3:30-5:45pm) a mutually agreeable schedule will be determined
 - This position is for the Spring Semester (Jan through May/June 2023).
 - A mandatory general and on-site orientation will take place prior to the start of FoodPrints classroom placement work.
- Compensation:
 - Volunteers: volunteers may earn community service hours.
 - Federal Work-Study Students: FWS students will be paid in accordance with their award.
 - Student Interns: interns taking this internship for course credit will receive reimbursement for travel expenses on a monthly basis. The transit benefit covers up to \$13/day. You can be reimbursed for use of public transit, rental of scooters or bikes, or driving at the rate of \$0.62/mile for gas for roundtrip travel to/from your school for the day. We're in the process of reviewing the amount of our travel stipend given increased cost of travel.
 - Interns: all other interns will receive a weekly stipend to offset transportation and living expenses; \$25/week for each half-day worked (3-5 hours), or \$50/week for each full day worked (6-8 hours). This stipend will not be affected by things like school closures, up to 2 days per semester of planned absences (communicated in advance), or days off for short-term injury or illness. Interns will not be paid for DCPS fall/spring break weeks.
- Interns and Student Interns will also have the option to participate in additional educational and professional development opportunities throughout the year.

HOW TO APPLY

- To apply for this position, please send a resume and a cover letter - that includes your weekly availability - to IbtI Vincent, FoodPrints Service Learning Manager: ibtI@freshfarm.org.
- Applications will be reviewed on a rolling basis. Those received by **December 5, 2022** will be given priority review; applications may be accepted after that deadline, pending program needs.

EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities. We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: (1) Employment, recruitment, or advertisements for employment, (2) Compensation, termination, upgrading, and promotions, and/or (3) Any other conditions of employment.