



Position: Market Sprouts Intern
Supervisor: Office and Market Coordinator
Dates: March – October, March – June, or July - October
Time: Flexible hours; approximately 10- 15 hours per week; must attend a minimum of one market (Saturday or Sunday) and one office day (Wednesday – Friday) per week.

Organization Mission

Hillsboro Farmers' Markets creates community gathering-places for people to buy local produce and products. We partner with farms small businesses, and groups to provide education and resources. These efforts strive to enhance our community health and economic growth.

Position Summary

Inspire children to take part in their local food system, enjoy eating nutritious foods, and empower them to make healthy choices. The Market Sprouts Intern will help plan and implement our children's program activities.

Duties and Responsibilities

- Plan a program calendar with 28 weeks of activities aimed at 3-12-year-old children in topic areas of farming, produce, gardening, healthy eating, nutrition, cooking, and other related topics.
- Manage Market Sprouts budget and purchase supplies as needed.
- Develop lesson plans for program implementation by volunteers.
- Assist with program implementation including booth and activity set-up, tear-down, and volunteer training.
- Conduct outreach to increase Market Sprouts attendance
- Train volunteers as needed.
- Conduct outreach to increase sprouts attendance.
- Identify and contact potential Market Sprouts partners for hosting opportunities
- Ensure hosts know what will be expected of them, what they will be required from them and when, and what HFM provides.
- Assist with the planning and implementation of our annual Harvest Fest

Qualifications

- Knowledge of working with youth and building curriculum
- Presentation and public speaking skills
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
- Must have excellent interpersonal skills and follow- up skills
- Proactive problem prevention and issue resolution leadership ability
- Leadership potential
- Proficiency in Microsoft Office including Word and Excel required
- Strong verbal and written communication skills required
- Ability to work independently and as part of a team