



Associated Students

CAL POLY HUMBOLDT

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: CCAT Community Garden Intern
Hours: Part-Time, up to 10 hours per week
Compensation: Unpaid Internship
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

CCAT Summary

The Campus Center for Appropriate Technology is student managed, student funded live-in demonstration home for appropriate technology. CCAT is part of a registered non-profit organization and home for three student co-directors who live in the house and manage the program for one-year periods. CCAT co-directors also manage the student employees that CCAT hires every semester. We are located on the Cal Poly Humboldt Campus in Arcata, California. Motivated by an ethic of “education by example,” CCAT offers tours, workshops, and opportunities for hands-on involvement to university students and the general public.

CCAT began in 1978 when a group of students, with the support of faculty and community members, renovated a dilapidated house on the university campus and initiated an experiment that continues today. CCAT works with fifteen Humboldt classes a year to incorporate new appropriate technologies into this living laboratory in sustainability. The impressive result of these students’ work: CCAT uses less than five percent of the energy consumed by the average U.S. house, produces almost no waste, and serves as a national model for appropriate technology. Just as important as what CCAT does, is how it is done. Three students live in the house and direct the program for one-year periods. Student employees keep operations going. Being directed, staffed, and funded by students makes CCAT a place where young adults become leaders; it nurtures creativity and hones professional and technical skills. CCAT helps to infuse Humboldt with a practical idealism and a desire to serve the global community.

Position Summary

The Campus Center for Appropriate Technology (CCAT) is excited to offer an internship this semester in the form of the Community Garden Internship position. This is an unpaid position, and requires a flexible 5 - 10 hours per week coordinated with the Co-Director staff on an individual basis. The Community Garden on-campus is a CCAT-operated, student-driven space working to decrease food insecurity at Cal Poly Humboldt. The CCAT Community Garden Intern will work closely with Co-Directors, other employees, and volunteers to manage the Community Garden next to the Jensen House, will provide guidance to students and members of the community interested in the community garden, and, as of 2022, will help aid CCAT and Cal Poly Humboldt in Community Garden oversight and implementation through the polytechnic shift.

Core Functions

- Attending regular all-employee and branch-specific meetings
- Helping to set-up and take-down events going on at CCAT
- Getting the word out about various CCAT related things
- Maintaining the CCAT space and insuring that it is welcoming to visitors.
- Use CCAT property responsibly and return property where it was found.
- Treat all visitors, volunteers, and employees with equity and respect

- Must learn and remain updated on CCAT programs and events.
- Assist with CCAT outreach efforts (flyering, chalking, classroom announcements)
- Complete tasks as assigned by the CCAT co-directors in a safe and timely manner.
- Communicate clearly and consistently with CCAT co-directors and CCAT staff

Duties and Responsibilities

- Have a detailed understanding of the history of the community garden, its implementation, and its management, outlined in the Community Garden MOU, Implementation Plan, and Management Plan
- Work alongside the CCAT grounds team to maintain the Community Garden including but not limited to: taking out the trash at least once per week, weeding, pruning, ensuring all “tenants” are maintaining their plots, ensuring that students know what can and cannot be planted in the on-campus Community Garden, teaching classes, and following all guidelines outlined in the Community Garden MOU, Implementation Plan, and Management Plan
- Keep track of all the work done on the site and inform the Co-Directors of all changes on-site
- Assist students, faculty, and other organizations on campus including (but not limited to) Oh Snap!, Student Health Center, student cultural centers, A.S. core programs, etc in the execution of garden-related ventures

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry up to 40 pounds.

Preferred Education and Experience

- Must be a currently matriculated CPH student.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to ccat@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional reference contacts