



CKC Farming Orientation Manual for Interns & Volunteers LOIEDERMAN COMMUNITY SCHOOL FARM

I. INTERNSHIPS:

- Interns must **sign-in** before each work shift.
- Work shifts are held **twice** per week on Mondays and Wednesdays from 3:30 to 5:30PM.
- Each internship term is **12 weeks** (March 9 to May 22, May 25 to Aug 14, and Aug 24 to Nov 6)
 - *Interns may participate in more than one term.*
- The intern **supervisor** is Head Farm Manager, Emily (765-256-0850, emily@ckcfarming.org).
- Regular communication will be through **WhatsApp**.
- **Attendance** at each work shift is expected, but if you need to miss a shift, please tell your supervisor in advance.
 - *Missing 2+ work shifts within a 12-week term may result in removal from the program.*
- **Compensation** will be in the form of either Student Service Learning (SSL) hours or via payment through the Department of Rec's TeenWorks program.
- The Internship **Program Director** is Hannah (412-979-1172, hannah@ckcfarming.org).
- Interns can expect to learn the following:
 - What is regenerative agriculture and which sustainable practices can be implemented on an urban farm? How does an urban farmer track and document plant pests and diseases? How does composting on an urban farm work? What is the nitrogen cycle and how do farmers utilize it? What other soil nutrients are important in urban farming? What soil contaminants are particularly threatening to urban farms? Which plants are companions and which are part of the same families?

II. VOLUNTEERSHIPS:

- Volunteers must **sign-in** before each work shift.
- There are three volunteer **work crews**; each crew has one work shift per week.
- **Attendance** at each work shift is expected, but if you need to miss a shift, please tell your supervisor in advance.
 - **Sunday Evening Work Crew Leader: Solange Dade, 301-318-8341**
 - **Wednesday Morning Harvest Crew Leader: Lauren Miller, 330-421-9319**
 - **Wednesday Evening Work Crew Leader: Danila Sheveiko, 301-254-6862**
- Communication will be through **WhatsApp**.
- **New this year**, we are creating two work terms, each term is 16 weeks (March 8 to June 26 and June 28 to Nov 6, 2026). The 16-week work terms provide a mid-season check point for staff and volunteers to evaluate how things are going and where additional support is needed.
- The Volunteership **Program Director** is Hannah (412-979-1172, hannah@ckcfarming.org).

III. FARM SAFETY:



- Review the farm **Safety Posters**.
- Make sure that you know the location of the *First Aid Kit(s)*.
- Tell your supervisor of any changes to relevant allergies, medication, or other **medical issues**.
- Keep your **emergency contact** information up to date.

IV. LOGISTICS:

- **Clothing** - Please wear appropriate footwear (closed toe, can get dirty), and clothes that can protect your skin against the sun. Bring your own sunscreen, hat, sunglasses and bugspray. Also bring your own gardening gloves with you to each session.
- **Drinking Water** - Please bring your own water bottle. CKC will provide filtered water for refilling your water bottle on-site.
- **Produce** - CKC encourages you to bring home produce each week for you and your family to try. Please check with your supervisor before harvesting and ensure they show you proper harvesting techniques. Please document which item(s) you take on white board (under the interns/volunteers category) - this is critical for CKC's grant reporting.
- **Bathroom** - portojohn available in the production plot!
- **WhatsApp** - Please check your group channel before coming to the farm as we may alter hours due to weather or other circumstances.
- **Social Media** - We welcome you to post pictures in our Koiner Farm Family group on Whatsapp (CKC may post these photos on our social media) or directly tag CKC @ckcfarming on Instagram.
- **Tools** - review location and harvest-only tools. Remember to return all tools when done - do not leave anything in the Fields.
- **Cubbies** - you are welcome to keep your belongings in the tool shed, but it is not monitored / locked while we work, so don't bring valuables

V. FARM TOUR:

- The interns and volunteers are **stewards** of the land and **ambassadors** of the farm!
- The Charles Koiner Conservancy (CKC) is a **501(c)(3)** nonprofit dedicated to creating and protecting urban farms and gardens for healthy living, education and community resilience.
- CKC has a 10 year Memorandum of Understanding with **MCPS** for the Loiederman School Farm.
- Remove soil from roots before putting into the composter - **soil/dirt will clog up the composter**.
- Weeds and organic farm waste goes into **Compost Bin 1**, unless otherwise specified.

VI. GENERAL SCHEDULE:

- 0:00 - 0:15 - Check-in, review tasks, gather tools and prep materials for 15 minutes
- 0:15 - 1:45 - Farm work for 90 minutes
- 1:45 - 2:00 - Clean up and harvest your take-home produce for 15 minutes