



## KOINER FARM'S Orientation Manual for Interns & Volunteers

### I. INTERNSHIPS:

- Interns must **sign-in** before each work shift.
- Work shifts are held **twice** per week on Tuesdays and Thursdays from 4:00PM to 6:00PM.
- 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](mailto:emily@ckcfarming.org)).
- Regular communication will be through **WhatsApp** messages.
- **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](mailto:hannah@ckcfarming.org)).
- Interns can expect to learn about:
  - Regenerative vs organic vs sustainable ag practices for an urban farm,
  - How to document and treat pests and diseases,
  - Important considerations for urban composting,
  - The nitrogen cycle and how urban farmers utilize it,
  - Other key soil nutrients for urban farms,
  - Soil contaminants that are particularly threatening to urban farms,
  - Plant families and companion plantings.

### 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.
  - **Thursday AM Crew Leader: Evelyn Jemionek 301-593-2074 (landline)**
  - **Thursday PM Crew Leader: Cris Weals 202-255-0961**
  - **Sunday PM Crew Leader: Joan Kennedy 860-305-4869**
- 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](mailto:hannah@ckcfarming.org)).



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### III. FARM SAFETY:

- Review the farm **Safety Posters** in the garage.
- Make sure that you know the location of the **First Aid Kit(s)**.
- Tell your Crew Leader of any changes to relevant allergies, medication, or other **medical issues**.
  - Reminder, **beehives** are kept on farm - please let your Crew Leader and fellow Crew Members know if you are allergic to bees.
- Make sure that your **emergency contact** information is up to date.

### IV. LOGISTICS:

- **Clothing** - Please wear appropriate footwear (i.e. closed toe shoes that can get dirty), and clothes that can protect your skin from sun and bugs. We recommend bringing your own workgloves, sunscreen, hat, sunglasses and bugspray.
- **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 Crew Leader 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** - The bathroom is located on the upper level of the farm house. Please be respectful as this is the private residence of Ms. Lynn Koiner. Please turn off all lights, close the attic door before leaving, and do not touch any of Lynn's possessions.
- **Irrigating Water** - Only Farm Managers and Crew Leaders have permission to turn on and off the house water. Please do not touch the tap at the house (even if asked) as it creates tension with the property owner. Managers may request interns and volunteers to turn on and off the **field taps**, which are located next to the High Tunnel and Bed 3.
- **WhatsAp** - 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 WhatAp. CKC may post these photos on our social media and/or directly tag CKC @ckcfarming.
- **Tools** - Review location of tools and note the "Harvest-only" tools; return all tools when done and DO NOT LEAVE ANYTHING IN THE GRASS!!!
- **Cubbies** - You are welcome to keep your belongings in the garage cubbies, but this area is not monitored or locked, so please do not leave valuables (i.e. phone, wallet, jewelry, etc.) in there.



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## 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 co-holds the conservation easement that protects Koiner Farm and has a 10 year lease to operate the farm.
- A **map** of Koiner Farm is located in the garage. Please familiarize yourself with the **Plot Numbers**.
- **Weighted Bags** hold down the row covers and should be placed at the base of each metal pole.
- Please walk in **pathways** only, and keep an eye out for little seedlings and row markings.
- Farm scraps goes in **Compost Bin 1**, unless otherwise specified. Please **shake/whack soil off** of roots before throwing weeds into the composter - soil will clog the composter.
- Volunteers are welcome to bring their **kitchen scraps** and compost them accordingly.
- The **Free Little Library & Seed Exchange** is located along Grove Street - volunteers are welcome to take and/or contribute farming related books and seed packs!

## VI. GENERAL WORK 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