

2016

Ignatius Farm Internship Package

Structured Education Program:

- Program Tailored to Your Learning
- Internship Manual and Program Book
- Field Trips and CRAFT Days
- Mentored Field Walks
- Guest Speakers
- Workshops

Benefits of Interning with Us:

- Organic Vegetables from the Farm
- Shared Housing in Farmhouse
- 4km from Downtown Guelph
- Complementary Internet Package
- Modest Stipend

Diversified Farm Opportunities:

- Community Shared Agriculture
- Community Gardens
- Tractor Experience
- Fresh produce processing training in certified kitchen
- Retreat Centre



Ignatius Jesuit Centre
A Place of Peace



Ignatius CSA Fields
[Photo Credit: Martina Schaefer]

Consider an Internship with us at Ignatius Farm & CSA.

We are seeking individuals who have a keen desire to learn the practices and principles of growing food organically, who are interested in building friendships and community, who are enthusiastic, curious and open to new ideas. We are committed to making this internship a learning experience, and we expect hard work, commitment to the guiding principles of our farm, and the ability to work as part of a larger team.

The internship is part of Ignatius Farm, and focuses on the 8.5 acre organic vegetable operation which supplies produce through our Community Shared Agriculture program for over 200 households and local businesses. The Farm is one part of the larger Ignatius Jesuit Centre of Guelph, which includes a spirituality centre, wetland, and woodland with hiking trails. The Centre is located 4.5 kilometers from downtown Guelph, and a 10 min. walk from a city bus stop.

The hands-on internship is complemented by a structured learning program, participation in the CRAFT Ontario program, and involvement with the broader community. Interns are a key element of the Farm and can expect to contribute to and learn skills in greenhouse management, field production methods, harvesting, distribution, planning, and working together with CSA members.

Novice Full-season and Summer internships

Novice internships are open to those new to organic farming. Novice interns take on certain responsibilities for particular projects, as individuals or small working groups. Responsibilities will be based in part on the intern's individual learning objectives. All interns participate in the activities outlined in the following pages.

Senior Internships

Senior interns are leaders on our farm. They come to the farm with some previous experience in organic agriculture. Those applying with senior level experience may be offered a larger stipend, to reflect their experience. In addition they are provided with a modest professional development budget which they may use to further their own educational pursuits.

Senior internships are open to those with at least one season of farming experience. Organizational, leadership skills, equipment experience and background in coordinating education, volunteers, and public outreach are assets.

Opportunities for Focus

Select interns will be asked to take on an area of focus, based on their experience and skills. These areas of focus will lead to around half a day of office work per week and have independent work tasks.

These can include education coordination, farmer market or restaurant sales, farm logistics, community garden logistics and volunteer recruitment and coordination.

Internships Timelines:

Senior: Feb.29 - Nov. 11, 2016

Summer Novice: Apr. 18 - Aug. 27, 2016

Full-Season Novice: Apr. 18 - Nov. 11, 2016

Applicants need to be fit, have good stamina, be flexible, and be team players. The internship positions include a modest stipend, shared accommodation in the farm house, and vegetables in season.

We accept applications from any walk of life and background. We may need to select candidates based on funding eligibility. International candidates will not be considered unless they are already in Canada and have working papers **without** our assistance.

Application deadline is **Feb 1st, 2016.**

(See Page 11)

Our Internship

Our farm is a leader in Ontario's organic farming community, due in part to our strong reputation for solid internships for over a decade. We founded the Collaborative Regional Alliance for Farmer Training in Ontario (CRAFT Ontario), a network of organic farmers working together to offer better internships. We have completed two books based on our internship experiences: our [Oh, to Grow!](#) Primer for New Farmers is a resource provided to interns throughout the CRAFT network to introduce them to key concepts in organic agriculture; [Nurturing New Farmers](#) is a guide for farmers who wish to host interns. We believe we offer one of the best organic agriculture internships in the country, and encourage you to read through this information package thoroughly to see if one of our internships is appropriate for you. Past interns are pursuing careers as organic farmers, academics, consultants, educators and social-ecological activists.

Our Land

Ignatius Farm is a key part of the Ignatius Jesuit Centre of Guelph. The property includes 600 acres of farmland, wetland, and woodland. The land of IJC creates a green belt stretching from Guelph Lake Conservation Area to the Guelph-Elora Trail. The land has been owned by the Canadian Jesuits since 1913 and is the home of a small community of Jesuits to this day. There is tremendous ecological diversity and activity diversity on this land! —Loyola House Retreat & Training Centre, Ignatius Old Growth Forest Project, Orchard Park Office Centre, trails and meditational landscaping, and of course Ignatius Farm. Many farm organizations and complementary businesses situate their offices at Orchard Park to be together on our beautiful property.

Our Farm

The farm became certified organic in 2004, now through Ecocert Canada. The farm includes our own enterprises, 3 acres of community gardens, and cropland rented to small farm businesses



and researchers. Current tenant enterprises include: field crops, tree fruits, hardwood tree nursery, herbs for teas, willow propagation for land reclamation, and livestock, pasture & hay.

Our Community Gardens include various sizes of annual, biennial and perennial plots rented by 160+ newbie and accomplished gardeners.

Our organic vegetable enterprise supplies our Community Shared Agriculture (CSA) program, farmers market and local businesses.

Ignatius Farm CSA was started in 2001. CSA is an alternative food access and distribution method where the customer is linked directly to the farm. Members purchase "shares" in the farm, paying in advance, and receiving a portion of the harvest for a reserved timeline, thus sharing in the risk and bounty of food production. We strive to develop informed and committed CSA membership. Ignatius Farm initiated the sold-out 2008 Great Lakes CSA Conference to serve CSA farmers.

Numerous volunteers join the farm team each year to help with a variety of tasks. In 2012, Working Share and community volunteers contributed over 3000 hours of work to the farm!



Top of Page: Original Barn, the oldest standing structure at the Ignatius Jesuit Centre. [Photo Credit: Tina Thorburn]
Bottom of Page: Several varieties of heirloom tomatoes grown at Ignatius. [Photo Credit: Mike Smith]



Ignatius Farm Team 2015
[Photo Credit: Mike Smith]

Who works on the Farm? The Actors in Our Seasonal Production.

The team is made up of interns, farmers, and the farm manager, assisted by working share volunteers and casual field hands. We work together most days over the course of the season and we aim to make this a healthy, challenging, and fun team experience.

Heather Lekx, the Farm Manager, is responsible for overseeing the entire farm operation. Before beginning the Ignatius Farm CSA in 2001, Heather worked with farms and research projects in Ontario, New York, California, Florida, and Central America.

Mike Smith, Farmer & Field Coordinator, joined the Ignatius Farm team in 2010. Mike spent several years farming and working in the not-for-profit sector, after starting to grow food in 2003 as an intern with Ignatius Farm CSA.

Donald Bowyer, Farmer & Market Coordinator, manages the CSA with Mike Smith. Don brings a background of IT and warehouse logistics to the farm team. He has worked with our farm team since 2008.

*“Growing good food,
with good people was
one of the
best learning
experiences of my life.”*

Kiersten Vizzacchero,
Former Intern

“Myself and my fellow interns have all gone on to be successful urban farmers and educators, and I believe it was the dedication of Ignatius staff, and their commitment to balancing hard work with exciting learning opportunities that gave us all the foundations for successful careers in the agricultural field.”

Natalie Boustead, Former Intern

“May I dare say I have learned more in one month here than I have in all my years of schooling.”

Annie Richard, Former Intern.



An Aerial View of the South West Portion of the Ignatius Jesuit Centre.
The CSA Fields can be seen on the middle of the left portion of the photo.
[Photo Credit: Hugh John Smith]

“Interning at Ignatius Farm brought to light possibilities that I had not seriously considered for my future. I am grateful for the support the growth I continue to experience, the friendship forged, and the exciting turn my life’s journey has taken thanks to the support, kindness, and encouragement of the Ignatius Farm team.”

Nicola Inglefield, Former Intern



Martina Schaefer Former Intern
[Photo Credit: Mike Smith]

Learning Organic Agriculture From Soil to Food

We are committed to making this internship a learning experience. During orientation week at the end of April, interns assess their own personal skills and goals with the farmers. We identify learning goals and how to meet them, as well as essential job performance.

At the beginning of the season we will identify strategies and resources for interns to achieve their learning/skill in addition to outlining expectations.

In mid-July/ August, we do a mid-season evaluation to assess skill development and job performance, and reassess learning objectives. With senior and full-season novice interns, we do a final evaluation at the end of the internship.

These are structured opportunities for both interns and their mentors to talk frankly about the internship experience.

Our internship offers learning opportunities in many ways. We encourage learning through the following:

Skill Building

Opportunities abound to gain concrete skills. These include greenhouse management, seedling production, bed preparation, use of tractors and machinery, weeding, transplanting, harvesting, post harvest handling, working with volunteers and the public, overseeing CSA distribution or farmer market tables, facilitation of a workshop, writing.

Education Days

On Wednesdays (short weeks excluded), we set aside time to explore a particular topic in organic agriculture. These sessions range from a 2-hour workshop

at the farm to a full-day field trip, organized according to the specific learning goals of the interns. Examples of past activities include workshops on basic botany and soil science and a tour of the Ontario Food Terminal. Core end-of-season workshops include budgeting and farm planning. Taken together, these education days lead interns through a structured curriculum in the Practices and Principles in Organic Agriculture.

Through CRAFT (Collaborative Regional Alliance for Farmer Training), we join interns and farmers from other organic farms one Wednesday of every month for a day of work, field walk, workshop, and socializing. Visit www.craftontario.ca/ more information about the CRAFT network.

Applied Learning and Mentoring

Interns go on farm walks with the farmers and assist in setting the priorities for the following weeks.

Each day, the farm team gathers to outline the tasks ahead. Interns are strongly encouraged to be observant, and to offer feedback and input based on their in-field discoveries.

Straight-Talk

Our team meetings include opportunities for team-building and for receiving and offering friendly feedback to each other about our work together, which improves the quality of everything we do.

Self-directed Learning

Each intern receives a resource binder with information specific to Ignatius Farm, and a copy of the [Oh, to Grow!](#) Primer for New Farmers, which introduces key concepts in organic agriculture. Interns have access to the Farm and Ecology Project libraries, both of which are continually being updated. Suggested readings are outlined according to the intern's learning objectives. It is highly recommended that you start on readings early, before the season is in full swing!

The information gained from supplemental reading materials and Wednesday education days is intended to help interns understand the "big picture" in relation to organic agriculture and food security issues.

Work Schedule

Working on a farm is demanding, hard, and long work. Interns must be prepared to work hard, sweat, and have sore muscles. Interns can also be prepared for the work to be educational, deeply meaningful, and rewarding in ways one can't always predict. We balance the hard work with basic lessons on growing, involvement in planning, team building, great vegetables, and having fun while we farm!

For most of the season, we work about 10 hours a day, 5 days a week. We will all start off the season working Monday to Friday, 6am to 5:30pm. There is a 20-minute break in the morning and a 1.5 hour lunch break. Between the middle of May and the middle of October some of our team will work Tuesday to Saturday, and the rest will continue to work the Monday to Friday schedule. This is to accommodate attending a Farmer's Market, and increasing our opportunities to take advantage of "good weather". Some rotating duties extend the intern's working day beyond 5:30pm. (ie; Greenhouse rotation on occasional weekends, & CSA Pickups until 7:30pm.)

We begin promptly at 6am with a review of the morning plan. It is expected that all interns be ready and dressed appropriately by the scheduled start time. On Wednesday mornings, the farm team meets to check in and lay out the plan for the next week.

At the beginning of the season we coordinate rotating duties for interns, including greenhouse, irrigation, CSA pickups and farm chores. Farm

events and seasonal work occasionally require the team to work part of a weekend.

The CSA pickup days, Tuesday and Friday, begin in the fourth week of June. To provide excellent service and the freshest food, these days are also rigorous harvest days.

The Farmers love being out in the field, and we spend the majority of our time in the field, but we also have meetings and office responsibilities each week and thus will not always be outside, allowing interns to take on leadership roles and initiative.

Stipend

It is important that you recognize that no stipend is intended to compensate for labour at an hourly rate! It is a token of our thanks for your work barter with us for education in the skills and principles of organic agriculture. As part of our compensation we provide housing to those interns who would like it. By law we are required to charge you market value for this accommodation. Thus for those of you who will live at the farmhouse we will increase your stipend for that value, and then deduct it with your other standard deductions (EI, CPP, taxes). Novice Intern stipends are \$300 gross per semi-monthly pay period. Senior intern stipends are up to \$450 gross per pay period before the above mentioned deductions.

Living and Cooking

Interns have shared accommodation in the Farmhouse, at the north end of the property. The Farmhouse comes equipped with a comfortable kitchen,

Internship Seasonal Timelines

		Senior Interns									
		Novice Short Season Interns									
		Novice Full Season Interns									
Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

living space, and 2 bathrooms. The interns are responsible for the cleaning and care of the Farmhouse. The Farmhouse utilities and internet are covered by the farm. Phone is not included.

Each workday one team member is responsible for buying ingredients **from their own pocket** and cooking lunches for the farm team on a rotating basis (bring your recipe books!). This individual may leave the field an hour before lunch to prepare. We all eat lunch together at the Farm Workshop. Other than lunch, farmhouse residents decide the terms of farmhouse living arrangements, including grocery allocations, meal preparation, and housekeeping chores. Interns are welcome to vegetables as per eating needs, which become available in mid-June. Please consult our Harvest Chart, which outlines roughly when various crops come into season.

If you wish to do an internship and live off the farm, the details should be discussed with the farmers. Interns who choose not to stay on site are **NOT** provided with additional income

to cover alternate living expenses.

Time Off

It is important that each person is well rested in mind, spirit and body. Time to rejuvenate is essential.

Vacation: Each intern receives vacation time that can be taken throughout the season—half a day for each four weeks of the contract. Vacation days are provided upon the **approval of their supervisor**. Lieu days will be allotted for days worked on long weekends and weekend events. The Farmers will also be taking vacations.

Sick Time: Everyone gets sick on occasion. Sick people don't work—to recover and for food safety reasons. But, if you are sick for more than 7 days over the season, we need to revisit the work contract.

Personal Time: We all need to go to the doctor, take our car in for repairs, or go to a wedding. Interns are entitled to up to 2 days worth of time for personal needs; this time can be taken

in half days increments, upon the approval of your supervisor. Personal time cannot be taken on a harvest day. It is not necessary to make up this time but it is necessary to give us ample notice (over a week). Funerals do not count as personal days.

Visitors

We like having folks join us at the Farm! Working visitors are always welcome. Please let the volunteer coordinator and Farmers know in advance so they can incorporate them into the work schedule.

As the farm property is used by many people, it is expected interns speak first with us about guests staying at the Farmhouse. Guests staying at the farmhouse longer than a week must be working guests.

Please remember that if having visitors on farm property interferes with work, it may be more appropriate for them to visit on the weekends.



Above: Intern Farmhouse (right) and barn (left)
[Photo Credit: Martina Schaefer]

Facing Page: Sally Girdler & Kate Hendry
[Photo Credit: Mike Smith]

Application Deadline: Feb. 1st, 2016

Meet our farmers in person at our table at the Guelph Organic Conference, January 30– 31, 2016. www.guelphorganicconf.ca.

Send Application Information to:
farminternships@ignatiusguelph.ca
519-824-1250, ext 241
www.ignatiusguelph.ca/csa

“The farmers at Ignatius Farm CSA invest a tremendous amount of energy into their internship program and place a strong emphasis on education.”

Sarah Ouellette, Former Intern



Ignatius Farm is Many Things to Many People Office Space, CSA, Farm, Trails, Rented Farmland, Residence, Community Gardens, and Spiritual Retreat Centre.

It is a bustling, lively place. We are part of a larger community and thus need to act with politeness, professionalism and respect with individuals who are enjoying Ignatius property. Noise levels need to respect the different uses of the property, including those on silent spiritual retreats. Social activities/events/potlucks need to be planned accordingly. As an intern, you represent the Farm. For the shareholders on CSA pick up days, we expect you to be helpful, warm, and **have a clean shirt on!**

There will be no use of recreational drugs. Use of recreational drugs on the property can be cause for immediate dismissal. There is no tolerance of harassment: sexual harassment is cause for immediate dismissal. We are committed to valuing each person irrespective of sex, race/ethnicity, sexual orientation, gender identity or expression of background.

Bringing pets is discouraged. Interns wanting to make an exception for an animal must inform us at the interview. Alcohol consumption is allowed in moderation after work hours. Smoking is not permitted by farm staff. Maintaining cleanliness of work areas and common living spaces is expected, for the health and safety of all. Because you may occasionally be giving farm tours that may include minors, we need to have a police check with a "vulnerable sector check" done.

Other items you are required to have are:

- Functional watch
- Clothes for all weather (including rain coat, rain pants and rainboots)
- CSA-approved steel-toe boots required for tractor work
- Work gloves
- Wide brim hat
- Linens and towels
- Bicycle
- Up-to-date tetanus shot
- A police check
- Notepad & pen for the field
- Field bag
- Reusable non-glass water bottle

*We believe our internship is amazing!
We hope this information package allows
you to assess if the Ignatius Farm
internship is appropriate for you. If so, we
look forward to hearing from you.*



Ignatius Farm Guiding Principles

We respect all people and the land, and foster community among both.

We practice ecological agriculture and produce quality, healthy, organic food that is readily available while still fresh.

We connect people who eat local food and those who grow it in a relationship of mutuality.

We facilitate the formation and training of organic growers to assure a healthy future for people and for the land.

We collaborate with businesses and organizations to benefit rural economies, rural life, and the organic farming sector.



Internship Application Form:

Please send the completed application with a copy of your **Resumé** and **3 References** to: farminternships@ignatiusguelph.ca

Name _____

Address: _____

City: _____

Postal Code: _____

Email: _____

Daytime Phone Number

(____)____ - _____

Best time to call you: _____

“It was an amazing hands-on educational experience in an extremely supportive environment.”

-Bonnie Scott, 2010 Intern

What internship(s) are you applying for? _____

- Novice Summer (April 18th, 2016 - August 27th, 2016)
- Novice Full-Season (April 18th, 2016 - November 11th, 2016)
- Senior (Feb 29th, 2016 - November 11th, 2016)

Does the timeline of the internship work for you? Yes: _____ No: _____

Do you have any prior commitments over the summer that we will need to schedule around? If YES Please describe. (Read page 8 for details regarding taking time off.)

Would you plan to live in the provided accommodations at the Farm House?

Yes: _____ No: _____

Please attach a document answering the following questions in your letter of interest.

1. Describe your farming or gardening experience you have or an experience that shaped your interest in organic agriculture.
2. Why are you interested in organic agriculture?
3. What specific areas would you like to expand your knowledge? (e.g. soil science, greenhouse production, composting, etc.)
4. What are your top skills, strengths, or qualities that you would bring to the farm?