

## **Yestermorrow Design/Build School Woodshop Intern 2011**

### **Mission & Objectives**

Yestermorrow's Internship Program is dedicated to provide a unique educational experience working and living as part of the Yestermorrow community. Interns learn a variety of skills by means of hands-on experience, and at the same time are able to take a variety of courses offered by talented faculty from all over the country. The Interns provide Yestermorrow with critical support in the day-to-day operations of the School while participating in hands-on learning opportunities both in and out of formal classes.

### **Overview**

The Woodshop Internship (12 months) provides an in-depth exposure to woodworking and shop maintenance, and includes participation in the 10-week Woodworking Intensive. General responsibilities of the Woodshop Intern include: ensuring that the woodshop is clean, organized, and tools are safe and ready to use, supporting woodshop instructors before, during and after their classes, maintaining and repairing tools, purchasing supplies, implementing safety protocols, and leading woodworking projects for the Yestermorrow campus. Housing, meals and 12 weeks of classes are provided.

### **Responsibilities**

*(see attachment for more detail)*

- Ensuring that the woodshop is clean, organized, and tools are safe and ready to use.
- Providing support to woodshop instructors before, during and after their classes.
- Planning and leading necessary Woodshop and Pit renovations and improvements.
- Supporting the day-to-day operations and maintenance of the School, with focus on the Shop and Pit areas.
- Purchasing supplies and tools as needed.
- Tool maintenance, repair and replacement, including soliciting tool donations.
- Creating, implementing and enforcing safety protocols in the woodshop.
- Maintaining inventory of wood and other materials for class use.
- Assisting/leading woodworking projects building furniture/built-ins etc for the Yestermorrow campus.

### **Qualifications**

- A passion for woodworking.
- An interest or background in woodworking, carpentry, furnituremaking and tool maintenance is helpful.
- Ability to have fun and remain flexible while maintaining organization and attention to detail.
- Excellent verbal and written communication skills.

### **Learning Objectives**

Upon completion of the internship, the Woodshop Intern will be able to:

- Demonstrate safe use of standard hand and power tools
- Demonstrate design competency through at least one individual design project
- Solve problems using the design/build process

- Implement sustainable living practices (composting, recycling, energy conservation)
- Identify networking opportunities with individuals in the local and Yestermorrow community
- Describe the mission and values of Yestermorrow to the public through tours and representing the school at public events
- Demonstrate knowledge of sustainable building and design practices implemented on the Yestermorrow campus
- Communicate effectively with staff and interns to work efficiently in a team setting and live in group housing
- Manage communications with instructors and preparations for classes
- Apply design and woodworking skills learned in classes to Yestermorrow campus projects
- Troubleshoot, clean and identify maintenance needs on basic shop tools
- Create and maintain an inventory of tools and supplies
- Source and purchase tools and supplies as needed
- Provide safety training to students and staff
- Support instructors before and during classes, troubleshooting and preparing materials and tools
- Develop organizational systems for tool and material storage

### **Supervision**

The Woodshop Intern works under the daily supervision of the Facilities Manager.

### **Schedule**

The Internship Program is based on a 40-45 hour work-week, often with longer hours when interns are participating in classes. Interns' days start with chores at 8:00am, and a meeting with the staff at 8:30AM to discuss daily work projects and divide up daily tasks. Work ends at 5PM, sometimes later depending on workload and class schedules. Interns have an hour for lunch at noon. Interns have free time in the evenings and weekends (if they are not taking workshops or on weekend office duty). The Woodshop Intern will be exempt from weekend duty during the Woodworking Intensive, but is expected to continue the rotation of office duty the rest of the year.

### **Compensation**

The Woodshop Intern is a volunteer internship position. Interns contribute approximately 40-45 hours per week in exchange for room and board on campus and training in the form of classes during the 12 months of their internship. The Woodshop Internship is set up so that the intern will participate in the 11-week Woodworking Intensive at the outset of their internship in order to give them a solid footing in woodworking. They are also welcome to participate in 1 additional week of class in the remainder of the year, and weekend workshops on a space available basis. The staff will make a strong effort to accommodate each intern's top class picks, but we cannot guarantee that space will be available. Occasionally we have to draw straws if more interns want to take a particular class than there are spaces.

## Woodshop Intern Responsibilities:

1. Inventory
  - a. Develop a working knowledge of where tools and materials are stored in the shop, pit, arches, annex, bone yard and storage sheds. Help instructors, staff and interns find the tools and materials they need.
  - b. Inventory wood shop tools and supplies on a monthly basis, or prior to fine wood working classes.
  - c. Record inventory results in a spreadsheet (saved on Splice under Facilities and Campus>Shop Related>Shop Tools & Supplies).
  - d. Work with Dave and interns to find missing tools and return tools to their proper homes.
  - e. Identify tools and materials that are no longer needed by the school and help them find a new home.
2. Purchasing
  - a. Actively research and purchase new tools for the shop based on class needs, instructor feedback and discussion with staff. Review safety and operating procedures for new tools. Make sure new tools are fully labeled, outfitted and ready for use by students and instructors.
  - b. Purchase general shop supplies (sand paper, glue, brushes, rags, etc) and safety supplies (dust masks, gloves, hearing protection, etc) when inventory is low.
  - c. Purchase replacement parts for worn or damaged tools.
  - d. Maintain a wish list for tools that are not immediately necessary but would be good to have. Send out donation requests as needed.
3. Maintenance & Repair
  - a. Perform regular maintenance and cleaning on the dust collection system and air filters.
  - b. Perform regular maintenance and cleaning on major shop tools – jointer, planer, table saws, chop saw, band saws, routers and router tables. Schedule additional maintenance with Dave Warren or Dave Spooner as needed.
  - c. Send saw blades and bits out to be sharpened as needed.
  - d. Keep hand tools clean and rust free. Lubricate hand tools as needed.
  - e. Sharpen hand tools as needed. Encourage instructors and interns who use hand tools to sharpen them during and after use.
  - f. Assist Dave and Design/Build Interns with maintenance and repair of other tools (air compressor, carpentry tools, garden tools, etc) as needed.
4. Organization & Storage
  - a. Design, implement and maintain solutions to tool and material storage problems in the shop.
  - b. Participate in design and implementation of shop improvement projects as identified by staff and instructors.
  - c. Work with Design/Build Interns to ensure that the pit is cleaned regularly and tools and materials are put away after classes.
5. Class Prep & Instructor Support
  - a. Identify which wood working classes will be your responsibility for class prep.
  - b. Communicate with Dave and Shannon a week or two in advance to determine upcoming class needs. Communicate directly with instructors to resolve any questions prior to the class.
  - c. Order or purchase materials for class and help with any processing prior to the class.
  - d. Gather tools and be sure they are operational prior to the class.
  - e. Ensure that the shop and south studio are set up for specific class needs.

- f. Be available to answer instructor questions during wood working classes, especially when instructors are new.
  - g. Work with Design/Build Interns to ensure that shop and south studio are cleaned and waste bins emptied between classes.
- 6. Design/Build Projects
  - a. Identify and pursue design/build projects in the shop, especially related to tool and material storage, shop safety and accessibility.
  - b. Try to find time to pursue fine wood working design/build projects that will benefit the school.
  - c. Assist Design/Build Interns with design/build projects as needed.
- 7. Education & Supervision
  - a. Supervise shop safety training and shop projects for new interns during orientation.
  - b. Support Design/Build Interns during the design and construction of furniture and other wood working projects for the school.
  - c. Provide saw stop safety training for new instructors.
  - d. Develop informational signs for shop safety and tool maintenance.
  - e. Supervise work trade participants doing shop-related projects.
- 8. Safety
  - a. Familiarize yourself with safe operating procedures for all shop tools.
  - b. Model safe behavior in the shop at all times.
  - c. Recognize unsafe conditions in the shop and remedy them as soon as possible.
  - d. Be familiar with basic first aid training and Yestermorrow emergency procedures.
  - e. Be familiar with Yestermorrow health and safety policies. Enforce health and safety policies in the shop.
  - f. Make sure shop first aid kit is kept fully stocked.
- 9. Other projects
  - a. Assist Design/Build Interns with class prep and other projects as needed.
  - b. Assist with school-wide events and special projects (summer lecture series, anniversary/reunion events, art auction).
  - c. Represent Yestermorrow at the VT Wood Workers Symposium and similar events.
  - d. Take on additional projects to meet specific learning goals as time allows.