

# Permaculture Design Certification Course 2019

## Work-Trade Application

We are looking for people who will support the convenors in organizing, publicizing and helping the course run smoothly. Responding to communications on a timely basis is crucial for any of these jobs. The job descriptions are approximate, since the staff will function as a team. Tasks may be shared around, depending on people's qualifications and how the work load falls out.

**Award amount:** 50% discount on course tuition

**Time commitment:** Approximately 60 hours total, generally not during class.

**Application schedule:** Applications must be received with course registration and \$100 nonrefundable registration fee.

**Payment schedule:** For those with means, tuition balance is due 30 days after registration.

Work-traders will receive a 50% discount, with the balance due as soon as possible – we'll work with you! If you are not selected for a work-trade position, your deposit will be refunded in full. Or you may opt to find other financing and attend the course. Work-trade positions will be determined by Nov. 1, 2018.

### **Work/Trade Positions**

#### **Meal Coordinator**

Work with students before and during each weekend to ensure that nutritious and delicious lunches are ready on time. Schedule people to bring potluck dishes each weekend. Help with menu planning, shopping lists, quantities, and getting the meal to the table. In order not to miss class, students will be asked to cook ahead and simply reheat food before the meal.

#### **Kitchen Coordinator**

Gather salad ingredients, snacks and beverages before each weekend. Transport food and other kitchen items to class and set up kitchen before class begins. At the end of each weekend, distribute perishable leftovers, pack up kitchen items and store them for a month between classes.

#### **Hands-on Project Coordinator**

Secure materials and tools for hands-on class projects. Set up before and clean up after each project.

#### **Administrative Aide**

Maintain class contact list. Send class e-mails. Order and distribute various books and materials. Odd jobs and miscellaneous errands as needed. Keep track of attendance. Ensure that housekeeping tasks are completed by students (meal cleanup, etc); get replacements for missing students. Organize car pools and class camping trips.

**Timekeeper**

Unlike most of these jobs, this one is done during class. Help us keep the course on track by rounding people up for the next activity, telling instructors their time is up, giving 5-minute warnings, etc. Also assist instructors with set up and tear down.

**Publicity & Outreach**

Help with flier design, distributing fliers, posting class announcements on online calendars, social media, etc.

**Please complete and submit the following form with your registration form and \$100 nonrefundable registration fee:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Email \_\_\_\_\_

Which positions on our PDC crew interest you the most?

- Meal Coordinator
- Kitchen Coordinator
- Hands-on Project Coordinator
- Administrative Aide
- Timekeeper
- Publicity & Outreach

Please tell us about your financial situation and work or skills history relevant to joining the PDC crew:

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