



Hello!

Thank you for inquiring about the internship at The Herb Shoppe. Here at The Herb Shoppe we strongly believe that herbal medicine is community medicine and that everyone should have access to it.

Our internship program is 12 weeks in length, with a weekly commitment of 4 hours per week. This is a volunteer position and should be viewed as an opportunity for you to learn about herbal medicine, as well as the daily functions of a retail herbal business and apothecary. Please respect that you are expected to be present each week of the 12 week commitment. This is not a position to come and go as you choose. Should you be chosen for the internship, we view it as a professional commitment.

Each week you will be involved in different projects and assignments according to the needs of the store. These include but are not limited to:

1. Helping in the retail area
 - a. Weighing herbs and teas for customers
 - b. Restocking herbal products
 - c. Greeting and interacting with customers
2. Helping with store maintenance
 - a. Keeping the front and back areas of the store tidy and organized
 - b. Cleaning surfaces & supplies; sweeping, garbage & recycling
 - c. Putting away delivery items
3. Herbal Meditation
 - a. One plant per week, taken as tea in a private location, in meditation
 - b. Connect to your chosen plant through the body, mind, and herbal reference materials
4. Herbal Education
 - a. Once per month herbal class as presented by The Herb Shoppe
 - b. Self-directed learning through Herb Shoppe books, classes, and store products

If you are interested in pursuing this experience, please write a letter of interest describing yourself and your background and/or interest in herbs. Please include what skill(s) you would like to contribute to The Herb Shoppe, as well as one goal you would like to achieve. Also include days/times of availability, knowing this is a 12 week commitment, and send to: internships.THS@gmail.com.

Once application materials are reviewed, applicants will be informed of the next THS Internship Orientation night; when further program details will be discussed and brief personal interviews will be conducted. Thank you for your interest! We look forward to hearing from you!