



Workforce Development Internship Program

Host Site Agreement

Contents

Introduction and Purpose	2
Site Information	2
KAAEE Program Staff and Communication	2
Program Information	2
Project Purpose	2
Term	2
Duties and Responsibilities.....	3
Insurance and Liability	6
Nondiscrimination.....	6
Reasonable Accommodation	6
Drug Free Workplace.....	6
Termination	6
Entire Agreement	7
Signatures.....	7

Introduction and Purpose

This Host Site Agreement (“Agreement”) is entered into by and between the **Kentucky Association for Environmental Education (KAEE)** and the host site listed below under Site Information (“Host Site”) for participation in the **Workforce Development Internship Program** (“Program”), funded by the United States Forest Service. This Agreement is in effect for the period of May through September, 2026.

Site Information

Site Name			
Site Address			
CEO Name and Email			
Site Supervisor Name, Title, and Email			

KAEE Program Staff and Communication

Ashley Hoffman

Program Director and Executive Director

Kentucky Association for Environmental Education

director@kaee.org

270-214-0587

Program Information

Project Purpose

A major focus of this program is to connect talented students with hands-on experience in environmental and natural resource-related careers. The Program aims to increase access to environmental and natural resource-related career pathways by providing paid internships. As a host site, you’ll provide a valuable work environment for an intern, helping them gain the skills and knowledge needed for future employment.

The purpose of this Agreement is to outline the terms and responsibilities under which the Host Site will provide a supervised, educational, and inclusive work experience for high school graduates or college students from disadvantaged communities.

Duties and Responsibilities

KAEE Responsibilities

KAEE agrees to:

a. Intern Recruitment and Selection

- Advertise the internship opportunities and conduct an open, equitable selection process.
- Select and place interns based on their qualifications, interests, and alignment with the Host Site's needs.

b. Compensation and Administration

- Serve as the employer of record and pay all interns directly at a rate of **\$15 per hour** (or higher, as applicable).
- Handle payroll, tax withholding, and compliance with employment laws.
- Cover intern wages through program funding (estimated at \$40,000 per year across participating sites).
- KAEE will serve as the employer of record and pay all interns as **temporary W-2 employees** of KAEE.
- KAEE will be responsible for payroll administration, including tax withholding, FICA contributions, and workers' compensation coverage.
- KAEE will ensure compliance with all applicable wage and hour, tax, and employment laws.

c. Insurance and Liability

- KAEE will maintain general liability and workers' compensation insurance covering all interns as W-2 employees of KAEE.
- The Host Site shall maintain its own general liability insurance to cover operations and any activities within its control.
- KAEE assumes no liability for actions or omissions of Host Site employees, contractors, or volunteers.
- The Host Site agrees to provide a safe workplace and to report any incidents involving interns immediately to KAEE.

d. Program Support and Oversight

- Provide orientation and onboarding for both interns and Host Site supervisors.
- Maintain regular communication with Host Sites and interns throughout the placement.
- Conduct periodic check-ins to monitor intern progress and ensure program quality.

- Offer assistance with conflict resolution or performance management as needed.

e. Evaluation and Reporting

- Collect progress reports and evaluations from Host Sites.
- Aggregate outcomes and lessons learned to inform future program improvements.

Disciplining and Dismissing an Intern

The Host Site acknowledges that the decision to dismiss an Intern who is not performing satisfactorily is also a joint process with KAEE. Site Supervisors must clearly document any complaints they have about an Intern and alert the KAEE Program Director as soon as issues arise, following a complaint about an Intern. Except in cases of egregious misconduct that would harm the effectiveness of the Program or Host Site, and would thus warrant immediate dismissal, the Host Site must demonstrate that efforts have been made to remedy the situation using the Performance Improvement Plan provided by KAEE. Site Supervisors may seek assistance from the Program Director in disciplining the Intern and attempting to address issues to redirect negative behaviors into positive behaviors. If the Intern continues to perform unsatisfactorily, the Site Supervisor may recommend that the Program Director release the Intern from the Program for cause. Sites understand that, while the decision to release an Intern early will certainly be made in consultation with the Host Site, ultimately it is the Program Director's responsibility to perform the release. Sites also understand that the Program Director retains the right to refuse to release an Intern early without sufficient documentation of grievances and steps taken to address said grievances.

Host Site Responsibilities

The Host Site agrees to:

a. Provide a Meaningful Internship Experience

- Offer a well-defined position that supports the Host Site's mission and contributes to the intern's understanding of forestry, conservation, sustainability, or related natural resource fields.
- Maintain a safe, inclusive, and professional work environment in accordance with applicable employment and safety laws.

b. Supervision and Mentorship

- Designate a qualified Intern Supervisor who will serve as the intern's primary point of contact.
- Provide orientation, weekly supervision, and ongoing mentorship to ensure a productive and supportive experience.
- Facilitate opportunities for skill development, networking, and professional growth.

c. Work Schedule

- Coordinate with KAEE and the intern to establish an appropriate work schedule.
- Maintain accurate records of attendance and communicate promptly with KAEE about any changes in schedule or performance issues.

d. Reporting and Communication

- Submit monthly progress updates and final evaluations using KAEE-provided templates.
- Communicate immediately with KAEE regarding any incidents, safety concerns, or issues that may affect the intern's well-being or performance.

e. Compliance

- Comply with all applicable federal, state, and local laws and regulations, including those related to nondiscrimination, workplace safety, and youth employment.

f. Recruitment

- Responsibility for recruiting a capable member will be shared by KAEE and the Host Site. Since Host Sites are most familiar with their own needs, sites will be able to select the applicant they feel will best meet those needs as long as that person meets the requirements of the program, but KAEE retains the right to veto a site's decision if they have serious concerns about an applicant's ability to meet programmatic expectations.

g. Safety

- Make every reasonable effort to ensure that the health and safety of the Intern is protected during the performance of their assigned duties. Sites agree to train Interns in safety procedures utilized by the site. If this protocol is in writing, then the site should also provide a written copy for use by the Intern. Sites will need to think about what types of safety issues may be present and work with the Intern to make certain that all safety precautions are taken. Site Supervisors shall initiate immediate corrective action where unsafe conditions or practices are found.
- All accidents should be reported immediately to the site supervisor, who, in turn, shall report the incident to the KAEE Program Director. The site supervisor must complete an accident report form within 24 hours of the incident.

h. Mileage

- Reimburse the Intern for mileage at a minimum of the [Kentucky State Mileage Reimbursement Rate](#) if driving the Intern's personal vehicle is mandatory to the internship position.
- Do not allow the Intern(s) to utilize the Intern's own personal vehicle to transport clients or employees.

i. Evaluation and Reporting

- Complete all reporting and evaluation requirements as requested by the KAEE Program Director to support the success of your placement and the overall program.

Insurance and Liability

The Host Site shall maintain general liability and workers' compensation insurance as required by law; KAEE assumes no liability for actions, omissions, or accidents involving the Host Site or its employees. Interns will be covered under KAEE's general liability and workers' compensation policies as employees of KAEE.

Nondiscrimination

Both KAEE and the Host Site agree to comply with all applicable federal and state nondiscrimination laws. No intern shall be subjected to discrimination or harassment based on race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, or any other protected category.

Reasonable Accommodation

Programs and activities must be accessible to persons with disabilities, and the host site must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified Interns, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

Drug Free Workplace

The Host Site will comply with all requirements of the Drug-Free Workplace Act and the implementing regulations at 34 CFR, Part 1229.

Termination

Either party may terminate this Agreement with thirty (30) days' written notice. KAEE may terminate immediately if the Host Site fails to provide a safe or appropriate work environment or otherwise breaches this Agreement.

Entire Agreement

This Agreement constitutes the entire understanding between KAEE and the Host Site regarding participation in the Green Jobs Internship Program and supersedes any prior oral or written communications.

Term

The term of this Agreement shall commence on March 1, 2026, and shall continue through August 31, 2026, unless terminated earlier in accordance with Section 9.

Signatures

ACKNOWLEDGEMENT: I have read the foregoing and acknowledge that I understand the procedure and accept its terms and conditions as part of my association with KAEE as evidenced by my signature herein below.

Host Site Partner CEO or Authorized Signer Date

Site Supervisor Date

KAEE Executive Director Date
4927-8055-2854, v. 1