

**Rubenstein School of Environment and Natural Resources
University of Vermont
Perennial Summer Internship Program - 2023**

Internship Title: Town of Colchester Planning & Zoning Intern

Internship Site: Colchester Town Offices, Blakely Road

Description: The Colchester Planning and Zoning Department is a small team of 4.5 employees within the town government. The department's main functions are both reactive and proactive: some employees perform daily tasks related to issuing permits for land development activities, ranging from sheds to large buildings. Some employees staff a volunteer board which reviews applications for more substantial development. Other department projects serve comprehensive and long-range future land use planning.

An intern in the department would be engaged in future land use planning activities. While the town's volunteer Planning Commission is still working through the 2023 work plan, projects identified for attention for an intern to support could include:

- ☐ Colchester Open Space Plan update
- ☐ Action items identified in the town's 2012 Heritage Project
- ☐ Review for implementation or change the 2019 Town Plan
- ☐ Specific, targeted updates to the Colchester Development Regulations, possibly including updates to parking requirements, bicycle parking, electric modes of transportation and more
- ☐ Attend at least one evening meeting of the Planning Commission and Development Review Board
- ☐ As needed, assist in special projects, greet visitors, or help provide backup phone coverage during busiest times.

The choice of any one or a combination of these projects would depend on intern skills and interests, as well as any policy directions received from the town administration or Selectboard prior to start date.

Desired qualifications/skills/coursework: Intern would ideally have interest and relevant coursework in one or some combination of the following: community engagement, local land use planning, natural resource and open space planning, research methods and documentation, and computerized mapping (GIS). Additional skills that would be helpful but not requisite would include

proficiency in spreadsheets (excel) and basic graphic or publication design. The office receives daily calls and visits from members of the public, cooperative and friendly professionalism is important

Supervision: Cathyann LaRose, Colchester Director of Planning and Zoning.

Additional assistance and mentoring through Zach Maia, Colchester Development Planner, who was also an intern through the program (2018).

Start and End Dates: Mid-May – Mid-August, 2023 (exact start/end dates are negotiable)

Total Hours: 20 hours/week for 10-12 weeks (mutually agreed upon schedule; 240 hours guaranteed)

Compensation: \$15.00/hour

Colchester Contact:

Cathyann LaRose, AICP Planning & Zoning Director

Town of Colchester

781 Blakely Rd. Colchester, Vermont 05446

P: 802.264.5602

clarose@colchestervt.gov

How to apply: Rubenstein students who will have completed their sophomore or junior year by summer 2023 are eligible to apply. Students graduating in May 2023 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:
<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the great Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.
- All applications are due by 11:59pm, on Monday, February 6th, 2023.

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please **upload all documents as pdfs**. The following are the required documents:

- Resume
- Cover Letter
 - i. You should write and upload a unique cover letter for each position to which you are applying.
 - ii. In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should **not** be the person who completes your recommendation form.

6. In addition to the documents listed above, a recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing. When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [Recommendation Form Link](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This **recommendation form needs to be submitted by the February 6th, deadline**.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2023): rsenrsab@uvm.edu
- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:
Meghan Young – Tuesdays, 5:00-6:00pm, Aiken 219

Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub

Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.