



Rubenstein School of Environment  
and Natural Resources

## Perennial Internship Program – Summer 2025

### Internship Position Description

**Internship Title:** Tourism Operations Internship

**Internship Site:** ECHO, Leahy Center for Lake Champlain

#### **Description:**

ECHO, Leahy Center for Lake Champlain is one of Vermont's most recognizable and well-loved tourist destinations. Far more than only a museum, ECHO also runs a vibrant event business, a seasonal creemee stand (Champ's Legendary Creemees), a successful museum store, and will have added excitement over the reopening of one of our most popular exhibits this coming summer. This internship is a unique opportunity to learn about different facets of hospitality and tourism, including daily museum visitorship; food service; retail management; and event management.

This internship will run 30-40 hours per week from mid-May/early June through mid-August. 20 hours per week will be focused on event management, including weddings and other corporate and community events. This will involve learning about building tours, relationship building, interfacing with wedding planners and other vendors, pre-event planning, and day-of logistics. 10+ hours per week will be dedicated to other facets of ECHO's business, including interacting with guests or visitors at the ECHO front desk and creemee stand. You will have the opportunity to see the day-to-day triumphs and challenges that come with running a tourist destination during a busy Burlington summer.

#### **Desired qualifications/skills/coursework:**

- Currently enrolled as a full-time student at UVM with a career interest in the hospitality and tourism industry
- Must be available to work flexible hours, including evenings and weekends (occasionally including both Friday and Saturday evening)
- Must be available at least 30 hours per week
- Successful candidates will demonstrate the following skills: reliability, curiosity, confidence, anticipation of needs, enthusiasm, compassion, and patience

**Supervision:** This role will be mentored by our Director of Sales & Guest Services; however, day to day supervision may additionally be provided by the Guest Services Manager or Event &

Community Partnership Coordinator.

**Start and End Dates:** Mid-May through Mid-August.

**Compensation:** \$15 per hour for up to 40 hours/week of work.

How to apply:

**Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 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 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 Friday, February 7th, 2025.**

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
  - You should write and upload a unique cover letter for each position to which you are applying.
  - 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](#)
- 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 7th, deadline.

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

- 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](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

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.