



Perennial Internship Program – Summer 2026

Internship Position Description

Internship Title: Stormwater Treatment Compliance and Implementation Internship with the Shelburne Stormwater Utility (2 Positions)

Internship Site: The Town of Shelburne, Vermont

Description:

The Stormwater Treatment Compliance and Implementation Internship with the Shelburne Stormwater Utility will offer interns experience in stormwater outfall inspections, culvert inspections, catch basin inspections, treatment practice inspections and maintenance. This position predominantly consists of field work with some office and computer tasks. There will be opportunities for project planning and design based on student-driven expertise. Interns will assist in the implementation of stormwater treatment practices and low impact development practices. Interns will offer assistance to the stormwater utility with water sampling and testing. There will be opportunities to participate in streambank restoration projects and riparian plantings. Much of this work is done in tandem with other departments. Based on intern interest, intra-department work can be expanded upon. These departments include but are not restricted to Planning and Zoning, Highway, Wastewater and Water. Interns will have access to a town-owned fleet of electric bicycles to ride to inspection sites. Typical workday hours are from 8:30 AM to 4:30 PM, but hours and days to be worked are flexible and can be negotiated at the start of the internship based on intern needs. The ideal intern will apply their technical and scientific knowledge to stormwater management within the town of Shelburne and show eagerness for learning how local and state policies and permits play an integral role in stormwater management and on a greater scale, environmental management, within the state of Vermont.

Desired qualifications:

- Basic understanding of stormwater materials, methods, and design.
- Ability to interact positively and maintain effective public relations with community members and represent the Town in a courteous and professional manner at all times.
- Ability to work outdoors in inclement weather and conditions associated with construction sites and stormwater treatment practice inspections, maintenance and implementation.

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- Ability to walk on uneven terrain associated with construction sites and remote stormwater inspections.
- Ability to operate light duty power tools for installation and maintenance of treatment practices.
- Ability to perform labor intensive activities and reliability to wear proper PPE, as provided by the town, on construction sites.
- Must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.
- Must have a method of transportation to get to the Shelburne Town offices, either a personal vehicle or plans to use public transportation systems.

Desired skills:

- Knowledge of how to operate light duty power tools including mowers, weed whackers, and hand tools such as shovels, clippers and rakes.
- Excellent written and verbal communication skills.
- Experience with water sampling and testing.
- Desire to learn about public policies, permitting processes and state requirements for stormwater treatment, system implementation and maintenance.

Relevant coursework:

- ENSC 3600 Pollutant Mvmt/ Air, Land & Water
- CDAE 2020 Sustainable Community Development
- SEP 2020 Water as a Natural Resource
- SEP 2530 Intro to Environmental Policy
- SEP 4800 Stream Ecology
- SEP 3880 Ecological Design & Living Tec

Supervision: The intern(s) will work primarily under the supervision of Rachel Tobler, Shelburne Stormwater Coordinator. Further supervision oversight will be from Shayne Geiger, Shelburne Stormwater Superintendent.

Start and End Dates: May 19th – August 8th (flexible to discussion based on interns needs)

Total Hours: 12 Weeks for 20 Hours a week, totaling 240 Hours.

Compensation: \$18/hour

How to apply:

Rubenstein students who will have completed their sophomore or junior year by summer 2026 are eligible to apply. Students graduating in May 2026 are not eligible to apply. Earning Independent Study or Internship

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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 the 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 Wednesday, February 4th, 2026.**

4. You’ll need to upload a Resume, Cover Letter, and Recommender File in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.
- 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.
 - ♣ Recommender File (see below) - as you will not have access to the form, you are asked to upload a PDF with the name and email of the recommender to whom you have sent the

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recommender form.

5. 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 and 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 4th, deadline.**

6. 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 the PIP Coordinator, [Sarah Mell](#). Just swing by Aiken 220 to connect!

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

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