



Perennial Internship Program – Summer 2026

Internship Position Description

Internship Title: Parks Field Operations and Visitor Services Internship

Internship Site: Vermont Agency of Natural Resources, Department of Forests, Parks, and Recreation. Based out of the Northwest Regional Office of Vermont State Parks in Essex Junction, with work throughout the region of parks.

Description: This internship will focus on seasonal park operations and visitor experience across the Northwest region of parks. The intern will be involved in various projects and tasks that support the in-season management of twelve state parks.

The primary goals for this internship are:

- Learn about different facets of seasonal state park operations, including staff training, supply inventory and delivery, and assisting with administrative start-up procedures.
- Assist in the collection of park facilities, recreation, and amenity data to support accurate updates to park accessibility offerings, park websites, campground reservation systems, and other resources.
- Assist with swim water testing throughout the region and facilitation of publicly posting for swim area warnings and closures. This includes water sample collection, lab delivery, and monitoring results for next steps.
- Co-develop and coordinate park visitor kiosk messaging and updates to reflect seasonal interests and highlights, appropriate signage and Vermont State Parks messaging.

The intern will work closely with the regional operations team throughout the season while also working semi-independently, in the field, on a project basis. Internship activities and goals are focused on providing excellent recreational experiences to park visitors and supporting the mission of Vermont State Parks.

Desired qualifications/skills/coursework:

- Experience or interest in park operations and visitor-facing parks stewardship
- Willingness and ability to work and be outdoors in nearly all weather conditions
- Interest in and ability to engage with park visitors and staff members while working in the field
- Must be able to legally drive and operate a motor vehicle
- Professionally represent the Dept. of Forests, Parks & Recreation to the public and partner organizations.

- Must be able to work collaboratively and independently and adapt to changing priorities with short notice.
- Must be available for a minimum of 25 hours per week
- Flexible schedule availability is desired including occasional evenings and weekends

Supervision: This internship will be supervised by the Parks Regional Operations Manager, Whitney Doel, within the Northwest Region; however, additional supervision by other regional staff may be provided on an individual project basis.

Start and End Dates: Mid-May to Mid-August (exact dates can be flexible to start earlier and finish later)

Total Hours: 25 – 40 hours/week for 12 weeks

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 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 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 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.