Service TREK Leader Internship, 2020

The Service TREK Program has been introducing new UVM students to Vermont through service since 1992 - and we’d love to have you as part of that tradition! Service TREK is a project of Civic Engagement Programs (CE) located within the department of Student Life. The mission of CE is to foster a culture of student involvement, leadership, and learning through hands-on civic engagement. For more information about CE, visit our website at www.uvm.edu/lce. For more information about the Department of Student Life, visit our website at www.uvm.edu/studentlife.

Application Process:
The STREK Leader Internship Application is due on February 14th. We ask that you complete this application thoroughly, and sign up for an interview (within the application page). The application can be found by going to go.uvm.edu/trekleader. You will be hearing from the TREK staff with internship position offers in early to mid-March 2020.

- 12 Service TREK leader internships are offered every year.
- 6 different trips - Animal Rescue, Better Burlington, Catamount Trail, State Park, Farm & Food, Habitat for Humanity - are led by 2 leaders each.

TREK Leader Training Dates: Sunday, August 16th – Friday, August 22nd
Leader training is mandatory (with the exception of the First Aid & CPR training), from start to finish. Each day will be between 6 – 8 hours of training on a range of skills, trip logistics, and other things that will help you get ready to lead TREK. Expect to be tired at the end of each day. We will feed you 2-3 meals each day depending on schedule.

TREK Trips: Saturday, August 22nd – Thursday, August 27th
The TREK trips head out on Saturday, August 22nd after a registration and welcome event in the Davis Center. TREK Leader Interns are expected to be fully committed to facilitating and supporting their trips during these five days. On the final day of TREK, trips will do a half-day of work or travel back to campus to re-enter at a TREK-wide BBQ at the Davis Center. You can expect to be off-duty from TREK by around 6PM that day.
Other TREK Info to Know:

- Compensation for the internship is approximately $225. This amount is yet to be confirmed for 2020, and an official amount will be disclosed by the time internships are offered.
- If you are offered an internship and realize you will not be able to fulfill it for any reason, you MUST contact Tanaisha immediately.
- If you are not offered an internship we will notify you. We do keep an active waitlist in case one of the interns decides to leave the position.
- The TREK staff will communicate with the interns via email over the summer with reminders, packing lists, and other pertinent information. If an intern is not accessible by email, we ask for them to let us know what the best way to contact them would be.
- **Van Training** – we expect all leaders to complete van certification before TREK. This is an easy, free, and online-only process. There are two steps, and we ask those offered an internship to start this soon after they are offered a position.
  - 1- **Get your motor vehicle record (MVR) checked by May 15th.** UVM’s Department of Risk Management and Safety will submit your license info to check your record for eligibility. For most states, this is an online form that will take 1-5 business days after submission. For a few states (e.g., PA or WA) there is an additional form to complete as well. The form is at [uvm.edu/riskmanagement](http://uvm.edu/riskmanagement). (if you need to do an additional form, they’ll let you know)
    - You’ll be asked to identify a supervisor/sponsor on the form. The info you need is:
      - Sponsor Name: Tanaisha Coleman
      - Sponsor NetID: trcolema
      - Sponsor Email: trcolema@uvm.edu
      - Sponsor Phone: (802) 656-2060
  - 2 – **After MVR approval, do an online training.** You’ll get an email approving you to do the online training and it will include a link. After doing this online training (4-5 hours, which can be done in pieces or all at once), you will be approved to drive university vehicles.

Any Questions or Concerns TREK Staff:

- Tanaisha Coleman
  - [trcolema@uvm.edu](mailto:trcolema@uvm.edu)
  - (802) 656-2060