

## **Service TREK 2023 Internship Leader Position Description**

### Background and Position Description

Service TREK is a weeklong pre-orientation program offered to incoming first time, first year UVM students. Centered in community service, Service TREK offers unique opportunities to make new friends, connect with others interested in social justice, and practice living and working as a team – all while exploring Vermont! Each Service TREK trip is led by two experienced and trained student leaders and serves 8-10 program participants (TREKkies). While previous Service TREK trips have included lodging at community centers and state parks, Civic Engagement is excited to offer “summer camp” style lodging for our 2023 program (ex: shared cabin spaces).

As a Service TREK Intern, you will learn and develop transferable leadership skills through hands-on training and service experiences. We expect that your skill, guidance, and experience as a UVM student will provide TREKkies with safe and meaningful learning opportunities as they join the UVM community.

Service TREK leaders will be supervised and trained by the Assistant Director of Civic Engagement in Student Life with the support of additional Student Life staff.

### Position Duties and Responsibilities

Alongside your co-leader and Civic Engagement staff, Service TREK Interns are expected to:

- Attend all scheduled training sessions during the Spring 2023 semester\*
- Attend all excursion dates during August 2023\*\*
- Act as a resource for TREKkies to better understand UVM’s community values
- Foster an environment that meets TREKkies’ mental, physical, and emotional needs
- Maintain personal health and wellbeing to remain fully present alongside co-leader and TREKkies throughout the trip
- Work in partnership with community organizations to facilitate scheduled service opportunities
- Facilitate group decision making around logistics, mealtimes, sustainability practices, free time activities, etc.
- Plan and facilitate daily reflection, dialogue, and/or processing activities for trip
- Facilitate transportation during the trip
- Alongside co-leader, serve as main point of contact in case of an emergency to ensure safety and wellbeing of participants to maximum extent possible (CE staff will be on-call to support and provide counsel/advice as needed)
- Assist in cleaning, re-packing, and re-organizing borrowed gear following TREK excursions
- Work with Civic Engagement staff following your trip to create a feedback document that captures planning and transition notes for your trip
- Complete wrap up and evaluation tasks including compiling photos, forms, assessment, and evaluation data, etc. to report the story and impact of your trip
- Maintain active communication with Civic Engagement staff throughout Internship
- Maintain active communication with community service partners throughout Internship
- Uphold and enforce all UVM regulations and policies

\*Training includes full participation August 13, 2023 – August 17, 2023. See below for an explanation of training dates and expectations.

\*\*Excursion dates: August 18, 2023 – August 23, 2023

#### Additional Expectations:

Service TREK interns must fulfill the full terms of the internship as described in the TREK program's offer letter, including:

- Ability to commit to TREK full-time with no other commitments from **August 13<sup>th</sup> – August 23<sup>rd</sup>**
- Regularly check email and respond to communications from Civic Engagement / the TREK program in a timely manner
- Act in a manner that positively reflects on UVM as an institution, TREK as a program, and Civic Engagement as a subset of the Department of Student Life
- Appropriately manage the sensitive personal information of fellow TREK staff and TREKkies
- Respond to incidents to the best of your ability, in accordance with your level of medical certification and the provided TREK Training

#### Learning Outcomes and Internship Benefits

All TREK Interns will receive:

- On-campus housing during pre-TREK training and program preparation
- All meals provided during training and excursion dates
- TREK Intern welcome swag

Compensation is based on years of experience leading TREK and level of medical training. **Exact compensation for this year is currently being determined.**

During tenure in this position, students will gain and further develop skills related to:

- Leadership
- Problem solving
- Critical thinking
- Teamwork
- Communication
- Community service
- Community building
- Public speaking and group facilitation

**Career Readiness Competencies Professional Track:** Event Planning, Leadership, Teamwork, Critical Thinking, Problem Solving, Professionalism

### Minimum Qualifications:

- Must be currently matriculated University of Vermont student in good standing
- Prior experience engaging in community-centered service work, or an excitement to learn about service work
- Strong communication, problem-solving, group facilitation, and critical thinking skills
- Demonstrated interest in and passion for social justice, community service, and leadership
- Demonstrated commitment to diversity, equity, accessibility, and inclusion
- Evident reliability, punctuality, and dependability
- Demonstrated ability to manage time and organize work with attention to detail
- Demonstrated ability to manage risk

### Desirable Skills:

- Ability and willingness to complete UVM Van Driver Certification before TREK training
- Desire to develop relationships with other students through shared experiences

### \*Training Dates & Expectations

#### Mandatory Training for ALL leaders includes:

- Mental Health First Aid Training: offered throughout the Spring Semester - dates pending
- CPR: offered throughout the Spring Semester – dates pending
- First Aid/AED or WFA: offered throughout the Spring Semester – dates pending
- UVM Van Training (see below)
- (At the discretion of AD for Civic Engagement) WFR: offered as a credit bearing course during Winter Term and Spring Semester
- (At the discretion of AD for Civic Engagement) UVM Trailer training

#### **TREK Leader Training Dates: Anticipated August 13 – 17, 2023**

Leader training is mandatory, 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 Service TREK. We ask that TREK be your *only* commitment during this time - our days are jam packed (with fun!) to ensure Interns are ready to roll as soon as participants arrive.

#### **TREK Excursions: August 18 – 23, 2023**

TREK trips depart from the Davis Center following participant check-in and welcome event. TREK Interns are expected to be fully committed to facilitating their trip during the five days of the excursion. On the final day of TREK, trips will return to campus for gear de-issue and TREK's Welcome Back lunch. Intern responsibilities to TREKkies ends at 6pm on the final day of the TREK program; interns are still responsible for assisting with trip wrap-up and documentation following your return to campus.

## Van Training

All eligible TREK Interns must complete van certification before TREK training. This is an easy, free, and online-only process. There are two steps, and we ask those offered an internship position 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 available at: [uvm.edu/drivers](http://uvm.edu/drivers) (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: Mimi Sperl
    - Sponsor NetID: msperl
    - Sponsor Email: [msperl@uvm.edu](mailto:msperl@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.

## Additional Information

The TREK staff will communicate with the interns via email over the summer with reminders, packing lists, and other things. If an intern is not accessible by email for an extended period, we ask that you communicate with the Civic Engagement team in advance.

If you have questions about the Service TREK program or internship positions, please contact Student Life, Civic Engagement via e-mail at [msperl@uvm.edu](mailto:msperl@uvm.edu)

AGREEMENT: I agree to the expectations and terms of the internship as outlined above.

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Signature

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Printed Name

Date