

Service TREK 2023 Internship

Logistics Assistant 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! Service TREK trips are planned by 1 Logistics Assistant, led by two experienced and trained student leaders, and serve 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 Logistics Assistant (Logo), you will learn and develop transferable leadership skills through hands-on training and program planning experiences. A Logo’s experience as a UVM student is important – YOU represent the student voice and lens throughout the Service TREK planning process!

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

Time Commitment

The Logistics Assistant Internship is an in-person role; the position begins on April 3, 2023 and ends on September 1, 2023.

Logistics Assistants should expect to work an average of 40 hours a week beginning in late June/early July. An example of the Logistic Assistant time commitment is as follows*:

- April, May, & Early June: 10-20hrs per week
- Late June and July: 30-40hrs per week
- August: 40hrs per week, with potential to earn overtime as approved by Assistant Director for Civic Engagement

*Weekly schedule and any vacation time to be agreed upon by Intern and Assistant Director for Civic Engagement

Position Duties and Responsibilities

- Attend all scheduled training sessions during the Spring 2023 semester**
- Active attendance and participation in TREK staff meetings, including 1:1 meeting with Civic Engagement Staff
- Work with Assistant Director of Civic Engagement and TREK Team to assist with the coordination of lodging, food, equipment, permits, service sites, and transportation for TREK 2023 program
- Adhere to gear and food safety standards outlined by the TREK team

- Work with Assistant Director of Civic Engagement and TREK Team to assist with the coordination of space, food, equipment, and transportation for TREK’s participant check-in and return lunch
- Assist in implementation of TREK participant check-in, welcome, and return lunch
- Use UVM Vehicles to facilitate the purchase and organization of Service TREK supplies and materials
- Aid Assistant Director of Civic Engagement in building Service TREK trip itineraries
- Aid Assistant Director of Civic Engagement in facilitating participant lottery and building trip rosters
- Alongside Assistant Director of Civic Engagement, foster positive working relationships with service sites
- Alongside Assistant Director of Civic Engagement, manage communications with service partners
- Aid Assistant Director of Civic Engagement and TREK Team in the planning and implementation of Service TREK Leader Training
- Facilitate a “warm” transfer of service partner communication to appropriate Service TREK leaders during training
- Foster an environment that meets TREK Leaders’ and TREKkies’ mental, physical, and emotional needs
- Maintain personal health and wellbeing to remain fully present alongside TREK team throughout Internship
- Act as a resource for TREK Leaders and TREKkies to better understand TREK’s program policies and values
- Assist TREK Team in responding to incidents as they occur during TREK excursions
- Assist in cleaning, re-packing, and re-organizing borrowed gear following TREK excursions
- Work with Civic Engagement staff and Service TREK Leaders to create feedback documents that capture planning and transition notes for all Service TREK trips
- Complete wrap up and evaluation tasks including compiling photos, forms, assessment, and evaluation data, etc. to report the story and impact of Service TREK trips
- Aid Assistant Director of Civic Engagement in relevant service activity and partnership reporting
- 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 dates include full participation August 13, 2023 – August 17, 2023. See below for training dates and expectations.

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 13th – August 23rd**
- Regularly check email and respond to communications from Civic Engagement / the TREK program in a timely manner
- Regularly check email and respond to communications from community partners and service sites

- 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 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 dates
- TREK Intern welcome swag

Logistics Assistants earn an hourly rate and are paid on the UVM's bi-weekly payroll schedule. **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
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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 planning or participating in multi-day, community-centered service projects
- 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
- Hold a valid driver's license and ability to be UVM driver and trailer certified before TREK training

Desirable Skills:

- Experience with the TREK program as a TREK Intern (Service TREK preferred)
- 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 an important component of TREK, as it ensures all interns have the skills and knowledge needed to facilitate fun and safe trips. Logistics Assistants will actively participate in the planning and implementation of Leader Training. Each day will be between 6- 8 hours of training on a range of skills, trip logistics, and other things that will prepare leaders for 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 the program during this time, even if they are not actively facilitating a trip. On the final day of TREK, trips will return to campus for gear de-issue and TREK's Welcome Back lunch. Intern responsibilities to TREK 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.

- 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 (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
 - 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.

QUESTIONS?

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

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

Signature

Printed Name

Date