Service TREK Leader 2021

As a Service TREK Leader Intern, you will learn and develop the transferable leadership skills through training and real world practice, leading a TREK trip! It is our expectation that your skill, guidance and experience as a UVM student will provide Trekkies with a meaningful learning opportunity as the newest members of our community. Service TREK is a unique community-building and enrichment programs for UVM students led by experienced peers. Service TREK leaders guide a group of students through direct service while learning about the value of community involvement, leadership skills, developing great friendships, and living and working as a team. As a Service TREK leader, your primary responsibility will be to welcome first year UVM students and support them through their service experience.

Each Service TREK trip is led by two experienced and trained student leaders who support between 8-10 new students during a week of service projects in Vermont. Service TREK leaders will be supervised and trained by the Assistant Director and Graduate Assistant of Civic Engagement in Student Life. While Service TREK has always operated off a basecamp model (staying in community centers and state parks) we’re investigating new home-base options those trips and connecting with local service opportunities who feel comfortable and safe engaging with students throughout the week. This might result in a change in the variety of trip offerings available for service work from a traditional year. Civic Engagement will hire 12 Service TREK Interns for Fall 2021.

Service TREK Leader Intern Role

- Working with a co-leader to build relationships with TREKKIES and foster relationships between TREKKIES.
- Working with a co-leader to facilitate reflection of service opportunities and the communities' students are helping.
- Act as a resource for TREKKIES to better understand the community values and at UVM.
- Providing an environment in which students are supported in both physical and emotional needs.

Service TREK Leader Intern Benefits

- Skill development with fostering a community of inclusion for students of different races, ethnicities, religions, national origins, genders, sexual orientations, disabilities, ages, socio-economic status, and experiences.
- Actively learn capacity-building measures for direct and indirect service.
- Assist with building service partners between UVM and the local community.
- Expand your leadership skills!
- Compensation is based on years of experience leading TREK. Exact compensation for this year is currently being determined.

Expectations:

- Ability to commit to TREK full-time with no other commitments from two weeks prior to the first day of classes. No exceptions!
• New TREK leaders must also fully commit to one weekend of TREK in-person spring training, which will occur on 1 of the following 2 weekends: 4/24&25 or 5/1&2
• New TREK leaders applicants who cannot commit to TREK in-person spring training because they are off campus, must be able to commit to arriving 5 days before the standard start of TREK leader expectations. (19 days before the first day of classes)
• A positive, flexible and energetic attitude
• Act in a manner that positively reflects on UVM as an institution, TREK as a program and the Outdoor Programs as a subset of the Department of Student Life.
• Appropriately manage the sensitive personal information of your TREKKIES.
• Respond to incidents to the best of your ability, in accordance with your level of medical certification and the provided TREK Training

Minimum Qualifications:

• Prior leadership experience
• Commitment to diversity, equity and inclusion
• Ability to assume leadership roles and risk management
• Excellent, communication, group facilitation and interpersonal skills
• Prior service experience and/or an excitement to learn about service
• Ability and willingness to get UVM van driver certified before TREK

Important Dates and Commitments:

*In-Person Spring Training for new TREK Leaders*

(Anticipated – End of April or Early May 2021)

Service TREK Leaders will gather in a hybrid model (virtual and in-person) to do introductory training and community building as a team.

*Summer Check-In*

(Anticipated – The week of July 12th)

For the Summer Check-In, Service TREK Leaders will virtually gather on Teams to do some co-leader team building and share updates about potential service partners.

*TREK Leader Training Dates: 7 days prior to TREK student Arrivals*

(Anticipated – August 15th-22nd)

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 TREK. Expect to be tired at the end of each day but energized and prepared to welcome our in-coming first-year students. We will feed you 2-3 meals each day depending on schedule.

*TREK Trips: 7 days prior to the first day of classes*
TREK trips head out 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 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. Your responsibilities end once you have cleaned and de-issued equipment and left over food however, your responsibilities overseeing your TREKKIES end at 6pm the day of the final BBQ.

**TREK Program Deissue and feedback**

An often overlooked but important activity in the rounding out of TREK, the cleaning and repacking of equipment in the Outing Club house is mandatory for all TREK leaders. The age-old adage of “Many hands make light work,” has never been truer than when this village of leaders gets together to get this task done. This is a mandatory part of this internship program. This includes an opportunity for leaders to meet with TREK admin to give specific feedback on their trip and/or co-leader. TREK 2021 will conclude with an opportunity for leaders to give feedback as a group to TREK admin to help improve for next year.

**Van Training**

We expect all leaders who can 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/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: Tanaisha Coleman
  - Sponsor NetID: trcolema
  - Sponsor Email: trcolema@uvm.edu
  - Sponsor Phone: (802) 656-1323
- **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.

**OTHER IMPORTANT INFO**

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, we ask for them to let us know what the best way to contact them would be.

**QUESTIONS?**
If you have questions about the Service TREK program or leader positions, please contact Student Life, Office of Civic Engagement via e-mail at trcolema@uvm.edu or thavens@uvm.edu.