

**Rubenstein School of Environment and Natural Resources
University of Vermont
Perennial Summer Internship Program - 2023**

Internship Title: Vermont State Parks Region 1 Operations Intern

Internship Site: Based in Killington, VT but frequent field work will occur in Windham and Windsor counties.

Description: Region 1 of the Vermont State Parks division manages 13 developed state parks each offering high-quality opportunities for outdoor recreation. Vermont State Parks provide environmental education and information and supports the economies and values of local communities. Additionally, state parks promote, operate, and maintain a large and complex system of conserved lands, as well as both historic and modern facilities that are enjoyed by over a million visitors statewide, every year. We work towards ensuring a safe, welcoming, and inclusive place for our staff, volunteers, and visitors.

This Vermont State Park internship will consist of field work throughout the southeast of Vermont, as well as assisting operations staff out of the regional maintenance facility in Killington. Duties will include supporting individual park managers with daily staffing needs, welcoming new staff and residential volunteers, and delivering park-specific supplies, merchandise, educational material, and publications. Additional tasks include assisting with the development of education and outreach materials, nuisance wildlife mitigation, and supporting day-camp program instructors.

Desired qualifications/skills/coursework: Candidates must be motivated, and able to work in team while also comfortable working independently. We seek an individual who is willing to learn, enthusiastic about summer recreation, and is excited to work with a wide variety of seasonal and fulltime park employees. Candidates must be willing to work outside in a variety of weather conditions and enjoy both field work and regional office work. Experience and/or course work in recreation, tourism, hospitality and management, or knowledge of Vermont's southeast region are desirable, as is familiarity with basic Microsoft office programs. A valid driver's license is required for frequent site visits; a state vehicle is provided for field work.

Supervision: Danielle Schneider, Regional Operations Manager, Vermont State Parks, Department of Forests, Parks & Recreation

Start and End Dates: Mid-May – Mid-August 2023 (exact start/end dates are negotiable)

Total Hours: 30-36 hours/week over the course of 10-12 weeks, negotiable and flexible with a total of approximately 360 hours.

Compensation: \$15.00/hour

How to apply: Rubenstein students who will have completed their sophomore or junior year by summer 2023 are eligible to apply. Students graduating in May 2023 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 right side of page.

3. You should now see the great 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 Monday, February 6th, 2023.

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please **upload all documents as pdfs**. The following are the required documents:

- Resume
- Cover Letter
 - i. You should write and upload a unique cover letter for each position to which you are applying.
 - ii. 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.

6. In addition to the documents listed above, 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 Link](#)

- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & 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 6th, deadline.**

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2023): rsenrsab@uvm.edu
- 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](#).
- Get connected with folks in the Rubenstein Student Services Office for resume and cover letter review during drop-in hours:
 - Meghan Young – Tuesdays, 5:00-6:00pm, Aiken 219
 - Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub
 - Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.