

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2024

**Internship Title:** Urban & Community Forestry Intern

**Internship Site:** The duties of this internship involve statewide field work. Additional office work will be required; given the hybrid/telework nature of our program staff, the intern will need to do office work remotely. Weekly check-ins will happen either remotely or in person in Burlington or Montpelier.

**Description:** The VT Urban & Community Forestry Program (VT UCF) is a collaborative program of the VT Department of Forests, Parks & Recreation and UVM Extension; our team offers technical, financial, and educational assistance towards the stewardship of public trees and community forests statewide. The focus of this internship will be on three primary projects:

- **Municipal and Roadside Ash Tree Inventory:** VT UCF supports tree inventory tools that allow communities to collect data on their trees to facilitate planning and management of the urban forest. Our tools utilize the ArcGIS Field Maps and ArcGIS Survey 123 applications. They are conducted on mobile devices and are supported by the GIS team at the Vermont Agency of Natural Resources. Over 24,000 data points have been entered by 34 Vermont cities and towns and two non-profit organizations. Similarly, nearly 50 towns have inventoried over 60,000 roadside ash trees to support planning for the invasive emerald ash borer. The intern will work with VT UCF's Technical Assistance Coordinator to support communities in trainings to use the tools and some inventory itself, particularly those that do not have the capacity to conduct a tree inventory themselves.
- **Urban Tree Planting Grants Site Assessment and Project Development:** VT UCF currently has an unprecedented level of funding to support tree planting in VT's downtowns and village centers, as well as more general access to nature and the benefits trees provide in historically disfavored communities. The intern will work with UCF's Urban Forester to provide technical support to communities in developing and/or implementing their funded projects. These activities may include tree planting site assessments, tree selection, integrating tree inventory results into tree planting plans and projects, and developing action plans or management plans.
- **Assessing the Impact of VT UCF Grants:** Since the program's inception in 1990, VT UCF has awarded over \$2 million in grants statewide to support communities and community trees. Our small staff has not had the capacity to visit most funded projects, or to document the impact and growth of trees planted through program funds over the years. The intern will lead a summer effort to identify funded projects, connect with the Vermonters that lead them, visit and document the results of the projects, and design a campaign around telling the story of the impact of VT UCF funds on the ground.
- **Multimedia outreach:** The UCF program continually requires pictures and video footage that share where and how UCF staff and all its partners do their work. The intern will review the UCF website to learn more about what kind of images or required on the website (banner images, group photos, species-specific tree photos) and dedicate time to both taking and sorting images into the program's image library. Additionally, short video footage of ongoing project work is required for social media outreach. All image and video work will be completed on the intern's smartphone or using an iPad provided by UCF.

Additionally, the Urban & Community Forestry Intern will have the opportunity to assist with other VT UCF programs, guided by their interests. We encourage interested applicants to explore our website, [www.vtcommunityforestry.org](http://www.vtcommunityforestry.org), to better understand the programs we offer statewide. This internship touches on many aspects of urban forestry, arboriculture, community planning, and tree stewardship efforts in Vermont. Training and mentoring will be provided by members of the five-person VT UCF program staff.

**Desired qualifications/skills/coursework:** Candidates must be motivated and able to work in a team while also comfortable working independently. We seek an individual who is willing to learn, enthusiastic about the work, and is excited to work with communities and volunteers to address urban forestry issues and needs. Candidates must be willing to work outside in a variety of weather conditions and enjoy both field work and (home) office work. Experience, course work, and/or strong skills in tree identification and knowledge of tree biology and health are desirable, as is familiarity with basic forest inventory tools. Familiarity with GIS and available ArcGIS apps is desirable. Access to a phone, internet, and a computer is required. A valid driver's license is required; the intern will have access to State vehicles provided they take a required course or they could also use a personal vehicle for travel (mileage will be reimbursed).

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. \***

**Supervision:** Elise Schadler, Urban & Community Forestry Program Manager, VT Department of Forests, Parks & Recreation

**Start and End Dates:** Mid-May – Mid-August, 2024 (exact start/end dates are negotiable)

**Total Hours:** 20 – 25 hours/week over the course of 10-12 weeks, negotiable and flexible with a total of approximately 300 hours.

**Compensation:** \$18/hour

**How to apply:**

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 5th, 2024.**

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](#)
- 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 5th, 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, 2024): [rsenrsab@uvm.edu](mailto: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, 10:00am-12:00pm, 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.