

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program – 2020

Internship Title: Conservation Field Manager

Internship Site: Various Burlington Area Parks

Description: Burlington has over 250 acres of City owned natural areas maintained by the Conservation Program within the Parks Division of the Burlington Parks Recreation and Waterfront Department. In key areas within various natural areas (McKenzie Park, Arms Forest, Oakledge Park, 311 North Ave), the City has begun to restore natural communities through nature based ecological restoration practices. These nature-based methodologies include, but are not limited to: invasive species management, conservation education, restoration tree plantings, and habitat restoration.

In order to create sustained nature based solutions that adequately meet Burlington's climate adaptation needs, greater work is necessary to build robust, data based work plans that clearly define needed resource outlay. This internship will assist in the creation of comprehensive work plans within clearly defined target areas. For example, there is a 8,000 sq. ft. test plot area in McKeznie Park, chosen for its inundation with Japanese Knotweed. This area has received targeted control methodology in the form of manually removing/pulling the knotweed. The primary objective of this internship will focus on this test plot, with an objective of establishing a data based work plan that defines resources (time, money and people) necessary for full control and restoration of the Silver Maple Wetland Forest in McKeznie Park.

Tasks and objectives of the internship will be balanced across the following focus areas: inventory and analysis, monitoring, and hands on stewardship work. The inventory and analysis will include some plant and tree identification as well as use of GIS/GPS hardware and software. Monitoring will include weekly visits to observe and document plant and project health. Hands on stewardship work will include management of some small to moderate sized volunteer groups to support a variety of tasks. All aspects of this work will be integrated and supported within a team atmosphere with other Conservation program staff.

Due to the nature of the broad skill sets defined in the qualifications, interested candidates should not be discouraged to apply if they do not meet all of the criteria. The most important qualifications of the work is the ability to work positively in a team atmosphere while also being comfortable and motivated to work alone.

Eligibility: Rubenstein students who will have completed their sophomore or junior year by May 2020 are eligible to apply. Students graduating May 2020 are not eligible to apply.

Desired qualifications/skills/coursework:

- Experience in hands on stewardship work, including but not limited to restoration tree planting, invasive species control, habitat restoration or related tasks
- Ability to collect data using GPS/GIS hardware and software
- Experience managing volunteers
- Ecological restoration, Outdoor Recreation Management and related fields/classes.

Supervision: This internship will be directly supervised by the Land Steward of Burlington Parks Recreation and Waterfront Department. Participation in Conservation team weekly staff meetings will be a requirement. There will be times when the intern will be responsible for the management of small to moderate sized volunteer groups.

Start and End Dates: Mid-May to Mid-August 2020 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

Compensation: \$12.50/hour

How to apply: Rubenstein students who will have completed their sophomore or junior years by Summer 2020 are eligible to apply. Step by step instructions for how to apply:

1. Click the following link to view the [Rubenstein Perennial Internships in Handshake](https://uvm.joinhandshake.com/employers/226837)
<https://uvm.joinhandshake.com/employers/226837>
 - a. If asked to log in: click “UVM Net ID Login” & login.
 - b. 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.
 - a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
 - b. You may apply for up to **three** Perennial Internships.
 - c. All applications are due by 11:59pm, Wednesday, January 29th, 2020.
4. You’ll need to upload all required documents in Handshake before you can apply for any Perennial Internship:
 - a. Click on your name at top right of screen in Handshake.
 - b. Select Documents.
5. Please upload documents as pdfs. The following are required documents:
 - i. Resume.

- ii. Cover Letter - You should write & upload unique cover letters for each position to which you are applying to.
 - iii. Transcript - Login to your **My UVM Portal**, click on the Registrar link, click Request Official Transcript by email, once received, save it as a pdf and upload.
 - iv. Other Required Documents - Reference(s) & Position Ranking - **in one document, please include & upload:**
 1. Reference(s) – Provide name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher, etc. This person listed should **not** be the person also completing your recommendation form.
 2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.
6. In addition to the documents you will need to submit, a [recommendation form](#) 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 to the recommendation form](#)
- a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
 - b. 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 January 29th deadline.
7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:
- a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 111.
 - b. Stop by the [Food, Environment & Sustainability Career Interest Group](#) Drop In Hours in the Career Center (204 Davis Center): Tuesdays, 10:30am – 12pm and Wednesdays, 1:30pm-3pm
 - c. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.
8. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.