Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2018

Internship Title: Paddle Tour Coordinator

Internship Site: Lake Champlain Community Sailing Center

Description: The Lake Champlain Community Sailing encourages and celebrates the responsible use and long-term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community, regardless of age, gender, race, physical ability, or financial means.

The Paddle Tour Coordinator encourages stewardship of Lake Champlain by designing, marketing, and leading paddling tours. Tour design: Create minimum of 3 tours ranging in both prerequisite paddling skill and length (30 minutes - 2 hours). Working with the Education Manager, develop a basic water safety & paddling introduction for single and tandem kayaks, stand-up paddleboards, and canoes. Identify tour stops that are of ecological, historic, and other significance. Research sites and create guides for CSC staff use. Marketing: Working with the Communication Manager, develop targeted outreach strategy for participants from our community and participants who are visiting Burlington. Leading: Minimum of 5 public tours per week. Minimum of 2 tours for youth sailing camp participants.

Desired qualifications/skills/coursework:

- Experience paddling kayaks, canoes, or stand-up paddleboards (or ability to gain experience).
- Professional experience instructing specific skills to youth, adults, teens (or considerable informal exp.).
- Knowledge of Vermont's landscape, culture, environment, ecosystems (or desire to to gain knowledge).
- Current First Aid, CPR, ACA Instructor Certification (or ability to become certified).

Please do not be discouraged if you lack any of these qualifications. Simply convey what skills and coursework you have that do qualify you for this position and express your desire to gain the skills necessary to excel at this work.

Supervision: The Paddle Tour Coordinator will report to the Education and Outreach Manager. The Coordinator will also have the opportunity to interact with other members of the CSC Management Team, including but not limited to the Program Director, the Operations Director and the Development and Communications Manager.

Start and End Dates: Mid-May – Mid-August, 2018 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks.

Compensation: $12.50/hour. Interns receive free access to all rental watercraft (based on ability and watercraft availability) and are eligible for all seasonal staff discounts. Interns are encouraged to take CSC courses (based on availability) as long as they do not conflict with their work schedule.

Interns are welcome to apply for part-time seasonal work with the CSC if interested. Join our team of seasonal
Sailing Instructors and Waterfront Coordinators. We hire both part-time and full-time seasonal employees. Job descriptions are posted on our website and we encourage applicants to reach out with questions they have about taking on a part-time position with the CSC.

*Rubenstein students who will have completed their sophomore or junior year by May 2018 are eligible to apply. Rubenstein students can apply for up to 3 Perennial Internships. Earning internship credit through the Rubenstein Internship Program will be required.*

How to apply

1. Click the following link to view the Rubenstein Perennial Internships in Handshake (https://uvm.joinhandshake.com/employers/226837)
   a. Make sure that you're using the UVM Net ID Login button.
   b. If you have not logged into Handshake before, you will be prompted to complete your profile before viewing the Rubenstein Perennial Internships
2. Click the Favorite button to enable easier searches in the future
3. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page
4. You should see 34 great 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 midnight, Wednesday, January 31st, 2018
5. You’ll need to upload all required documents in Handshake in order to apply for any Perennial Internship:
   a. Click on your name at top right of screen in Handshake
   b. Select Documents
6. Please upload documents as pdfs whenever possible. The following are required documents:
   i. Resume
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying.
   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,

2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.

7. In addition to the documents you’ll submit, a recommendation form needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your recommender this link to the recommendation form when you ask if they are willing to complete the form to support your application.

   a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you’re applying for. This recommendation form needs to be completed by the January 31st deadline.

   b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

8. 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 219 and be sure check out their office hours.

   b. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.

   c. Visit the The Hub, 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

9. 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.