**Internship Title:** Volunteer Engagement Intern

**Internship Site:** Intervale Conservation Nursery - 180 Intervale Road, Burlington, VT

**Description:** The Intervale Conservation Nursery (ICN) is a native tree and shrub nursery in Burlington, VT. Our trees and shrubs are propagated from seeds and cuttings that are wild-collected from areas throughout Vermont. ICN trees and shrubs are used in conservation and restoration projects throughout the state. We are a social enterprise of the Intervale Center, a food and agriculture non-profit.

ICN is looking for a Volunteer Engagement Intern to support with individual volunteer management and coordination. ICN’s typical individual volunteer slots are weekdays from 10am-12pm or 1-3pm. The intern will build volunteer capacity into ICN by recruiting and leading three Saturday volunteer opportunities June through August. The intern will create marketing material for events, gather sponsors for refreshments, and lead volunteers in the activity. The intern should be ready to work outside in various conditions, effectively communicate the Intervale Center’s and ICN’s mission and bring a positive attitude to enhance the volunteer’s experience.

The Volunteer Engagement Intern will also assist with day-to-day activities at the nursery, which include watering the greenhouse and shrub mat, weeding in the field, seed collecting, propagation, and other tasks as assigned. The intern can expect to be an integral part of ICN's team throughout the summer.

**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:** Strong verbal and written communication skills. Coursework related to native/invasive plants, tree identification and plant propagation is preferred. The ability to work both independently and in a group setting is desired. Having the ability to bend and kneel for consecutive hours during the day. Experience leading a group is preferred but not required.

**Supervision:** Maddie Cotter, Production & Volunteer Coordinator, 802-660-0440 ext. 104, maddie@intervale.org

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

**Total Hours:** 20 hours/week, 12 weeks

**Compensation:** $12.50/hour
How to apply:

1. Click the following link to view the Rubenstein Perennial Internships in Handshake 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. The 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.