Internship Title: Youth Camp Specialist

Internship Site: Lake Champlain Community Sailing Center

Description:

CSC Mission

Our mission is to encourage and celebrate the responsible use and long-term stewardship of Lake Champlain by fostering and developing educational and recreational opportunities for all members of our community. The Community Sailing Center is a non-profit organization made of dedicated sailors, paddlers and recreation enthusiasts who share a deep passion for Lake Champlain. We believe everyone deserves to play on, learn from and ultimately take care of Vermont’s greatest natural resource- Lake Champlain.

Position Description

The Youth Camp Specialist encourages stewardship of Lake Champlain by managing the Free Lunch Program for our youth camps, leading the W.A.V.E.S. Initiative in summer youth camps and facilitating our mission driven summer programs. The CSC is one of many summer sites that provide free lunch to Vermonters 18 years old and younger through the Burlington School Food Project. The specialist will be responsible for picking up the meals daily, ordering the food, communicating with families of our campers and oversee lunchtime meal distribution, daily documentation and end of season reporting. The W.A.V.E.S Initiative includes summer citizen science programs (water quality monitoring), educational activities for youth to learn more about the lake while at sailing camp and supporting staff with best practices on and off the water. The Youth Camp Specialist will help in delivering programming for SOAR BSD Summer Program and possibly the CHILL Foundation.

The ideal candidate will have a desire to work towards eliminating hunger in Vermont. The ideal candidate possesses a desire to develop their personal teaching skills, including curriculum and lesson planning. The specialist will act as an ambassador for the CSC and must be friendly, courteous, and knowledgeable of the rules, regulations and operations of the organization. The specialist can expect to take on different tasks and be willing to learn various skills to be successful in a diverse program and dynamic educational environment.

Desired qualifications/skills/coursework:

- Experience working with youth between the ages of 6 and 18.
- Professional experience or coursework in teaching environmental education.
- Knowledge of Vermont’s landscape, culture, environment, ecosystems (or desire to gain knowledge).
- Comfortable speaking in front of small and large groups.
Ability to work independently as well as part of a team.
Camp experience in either residential or day camp programs.
Comfort on and near the water.
Possess a valid driver's license and have access to a vehicle for daily meal pick up.
Current First Aid and CPR, Heads Up CDC Concussion Training, Safesport (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 Youth Camp Specialist will report to the Program Director. The Specialist will also have the opportunity to interact with other members of the CSC Management Team, including but not limited to the Program Manager, the Operations Director, Development and Communications Manager, Office Manager and Executive Director.

**Start and End Dates:** June 3 - August 23. Start is one week prior to CSC Staff Training and runs through the last week of camp.

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

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

The Youth Camp Specialist is welcome to apply for part-time seasonal work with the CSC if interested. Join our team of seasonal Sailing Instructors, Waterfront Coordinators and Office Coordinators. We hire both part-time and full-time seasonal employees. Job descriptions are posted on our [website](https://uvm.joinhandshake.com/employers/226837) 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 2019 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](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 midnight, Wednesday, January 30th, 2019

4. 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

5. 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, etc
      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’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 30th deadline.
   b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

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 219.
   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.

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.