

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program – 2020

Internship Title: Williston Natural Areas and Trails Steward

Internship Site: Williston Town Offices, Williston, VT

Description: The Town of Williston has roughly 1,000 acres of publically accessible natural areas and 12 miles of town-maintained primitive paths. The Natural Areas and Trails Steward, in coordination with the Conservation Planner and Williston Conservation Commission, will be primarily responsible for monitoring these areas and maintaining the trail network. The intern will be expected to:

- Monitor trail networks regularly for unauthorized trail use and litter
- Identify sections of trail that need improvement (wet areas, etc.)
- Keep trailhead boxes in good order and stocked with trail maps
- Keep trailhead and parking areas clean and restock dog waste bags
- Keep trails clear (pick up trash, trim back overhanging branches, weed whack)
- Re-post trail signage where necessary
- Complete minor trail improvements (repaint signs, install map boxes, replace puncheon and boardwalk boards, etc.)
- Oversee and coordinate Williston's Adopt-a-Trail program
- Assist in the coordination of major trail improvement projects involving Vermont Youth Conservation Corps or other outside contractors
- Walk park boundaries and repost "no hunting" signs
- Conduct trail user surveys
- Assist in the coordination of volunteer work days for trail improvements or invasive plant removal

Additionally, the intern will complete an independent project, such as:

- Conduct a town wide inventory and assessment of public trail infrastructure, for the purposes of capital budgeting and planning
- Conduct an inventory and assessment of invasive plants and develop a management plan for one of the town's natural areas
- Conduct a GIS analysis to identify and prioritize future conservation acquisitions

The Intern will be expected to spend a minimum of 15 hours/week conducting trail maintenance activities in the field; the remaining 10 hours will be spent doing independent project work.

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: Applicants must have access to a reliable motor vehicle for daily use. Applicants should have experience navigating with a GPS, map and compass, feel comfortable working alone in remote locations in the field, and be willing to work outside in adverse weather conditions. Desired, but not essential qualifications include carpentry skills, chain-saw certification, leadership experience and/or experience supervising volunteers, and GIS data entry/mapping.

Supervision: Town of Williston Planning & Zoning Conservation Planner

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

Total Hours: 25 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)
<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.