

# Rubenstein School of Environment and Natural Resources

## University of Vermont

### Perennial Summer Internship Program - 2022

**Internship Title:** Urban & Community Forestry Intern

**Internship Site:** The duties of this internship involve statewide field work. Additional office work will be required; given the hybrid/telework nature of our program staff, the intern will need to do office work remotely. Weekly check-ins will happen either remotely or in person in Burlington.

**Description:** The VT Urban & Community Forestry Program (VT UCF) is a collaborative program of the VT Department of Forests, Parks & Recreation and UVM Extension; our team offers technical, financial, and educational assistance towards the stewardship of public trees and community forests statewide. The focus of this internship will be to co-lead two primary projects:

- **Resilient Forests for All Vermonters** is a new initiative to support and grow downtown trees and forests in Vermont's most populated areas in partnership with communities that lack capacity and need assistance to advance their urban forestry programs. The intern will be involved in selected partnerships with two pilot municipalities, specifically tasked with conducting comprehensive public (urban) tree inventories and supporting the coordination of outreach, technical assistance, and a free-tree giveaway in both municipalities.
- The **Vermont Big Tree Program**, established in the 1970s, has been dormant since 2003 but VT UCF is currently updating the big tree database, creating a public-facing map and website, and establishing a sustainable program. VT UCF will track close to 150 species on the list, but nearly half of those are currently vacant. The intern will support an outreach campaign to solicit big tree nominations for those vacant species and will lead an effort to measure nominated trees this summer.

Additionally, the Urban & Community Forestry Intern will have the opportunity to assist with other VT UCF programs, guided by their interests. These potential opportunities include research and writing of case studies of grant-funded projects; assisting with a comprehensive community survey to assess urban and community forestry needs statewide; documenting community forestry demonstration sites across the state; supporting VT municipalities in preparing for the impact of the emerald ash borer through ash inventory work, GIS mapping, and plan development; and developing ArcGIS story maps to communicate program impact and enhance outreach.

This internship touches on many aspects of urban forestry, arboriculture, community planning, and tree stewardship efforts in Vermont. Training and mentoring will be provided by members of the five-person VT UCF program staff. Learn more about the program at [vtcommunityforestry.org](http://vtcommunityforestry.org).

**Desired qualifications/skills/coursework:** Candidates must be motivated and able to work in team while also comfortable working independently. We seek an individual who is willing to learn, enthusiastic about the work, and is excited to work with communities and volunteers to address urban forestry issues and needs. Candidates must be willing to work outside in a variety of weather conditions and enjoy both field work and (home) office work. Experience, course work, and/or strong skills in tree identification and knowledge of tree biology and health are desirable, as is familiarity with basic forest inventory tools. Familiarity with GIS and available ArcGIS apps is desirable. Access to a phone, internet, and a computer is required. A personal vehicle is also required (mileage will be reimbursed), though access to State vehicles will be available for longer trips.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply. Seniors graduating in May 2022 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. Due to possible restrictions related to the ongoing COVID-19 pandemic, Perennial Internships may happen as described or be modified. \***

**Supervision:** Elise Schadler, Urban & Community Forestry Program Manager, VT Department of Forests, Parks & Recreation

**Start and End Dates:** Mid-May – Mid-August 2022 (exact start/end dates are negotiable)

**Total Hours:** 20 – 32 hours/week over the course of 10-12 weeks, negotiable and flexible with a total of approximately 360 hours.

**Compensation:** \$13.55/hour

**How to apply:**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions 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 carefully read 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, on Monday, February 21<sup>st</sup>, 2022.
4. You'll need to upload both 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 all documents as pdfs. The following are the required documents:
  - a. Resume
  - b. Cover Letter
    - i. You should write and upload a unique cover letter for each position to which you are applying.
    - ii. In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should **not** be the person who completes your recommendation form.
6. In addition to the documents listed above, a recommendation form will need to be 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

  - a. This link: [recommendation form link](#)
  - b. Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
  - c. 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 February 21<sup>st</sup>, 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. Email the Stewards to schedule an appointment after the start of the semester: [RSENRStewards@uvm.edu](mailto:RSENRStewards@uvm.edu)
  - b. Get your resume and cover letter reviewed by a Career Counselor at the Career Center. [You can check the Career Center's drop-in hours here.](#) The Career Center also offers [a guide on building your resume available here.](#)
8. 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.