Internship Title: Williston Natural Areas and Trails Steward

Internship Site: Williston Town Offices, Williston, VT

Description: The Town of Williston has roughly 600 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 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.)
- Assist in the coordination of major trail improvement projects involving Vermont Youth Conservation Corps
- Walk park boundaries and repost “no hunting” signs
- Organize a volunteer trail maintenance day

Additionally, the intern will have the opportunity to scope out potential new trails and trail connections, develop new trail maps and brochures, conduct water quality sampling and assist with public outreach related to the Town’s conservation efforts.

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. Applicants should also be able to work well with others including young adults and community volunteers. 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, 2018 (exact start/end dates are negotiable)

Total Hours: 30 hours/week, 12 weeks

Compensation: $12.50/hour

*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.