



Service TREK Training Coordinator Internship
Department of Student Life - Leadership & Civic Engagement Programs

The Service TREK Program has been introducing new UVM students to Vermont through service since 1992 - and we'd love to have you as part of that tradition! Service TREK is a project of Leadership and Civic Engagement Programs (LCE) located within the department of Student Life. The mission of LCE is to foster a culture of student involvement, leadership, and learning through hands-on civic engagement. For more information about LCE, visit our website at www.uvm.edu/lce. For more information about the Department of Student Life, visit our website at www.uvm.edu/studentlife.

Each year, our six TREK trips are led by pairs of experienced undergraduate leaders, who arrive on campus two weeks before classes begin in August for a week of training. The **Training Coordinator intern** is focused on producing and facilitating our five-day training. The Training Coordinator will assist the Leadership & Civic Engagement team in facilitating our TREK Leader training, including:

- learning the principles of design for co-curricular and retreat-based pedagogy.
- designing and/or adapting curriculum for 2-3 training sessions.
- presenting 2-3 training sessions on topics of your choice based on our overall curriculum.
- assist in designing and implementing our training assessment protocol.
- managing logistics for our week of training including meal planning, supply inventory and packing, driving a van to our training site, and assisting with campsite management. (Our training includes a two-night group camping trip.)
- Additional tasks may include: preparing training materials including trip leader manuals and activity supplies; guiding and supporting TREK leaders as they prepare to lead trips; providing some support to the TREK administrative team preparing for welcome day.

Hours and Location:

The Training Coordinator will be expected to begin work the week of July 30, 2018. For the weeks of 7/30 and 8/6, 5-10 hours will be expected (schedule is flexible based on training needs and intern's schedule). For the week of training (August 12-18), schedule is full-time including staying with the team as part of our training overnight on Monday and Tuesday nights (approximately 40 hours).

Pre-training work is to be done on campus at the Student Life in the Davis Center. Training takes place on campus as well as within Vermont (exact campsite TBD - likely within two hours of campus).

Start Date – 7/30/18; End Date - 8/24/17

Qualifications

- Past experience with leading TREK or Alternative Spring Break is required, as is commitment to service as an integral part of your UVM experience.
- Prior experience with facilitating dialogues, creating curriculum for and/or presenting workshops, or public speaking is required.
- Past experience with and interest in facilitating group discussions about the value of community engagement and new student transition concerns is preferred.
- Students with all majors are welcome! A cumulative 2.5 GPA maintained through the 2017-2018 academic year is required.
- Prior experience with recreational (campground) camping is helpful, but not required.
- Current UVM van driver certification or ability to become UVM van certified is required. For more information on van driver eligibility, visit www.uvm.edu/drivers.
- Ability to assume a leadership role and responsibility for assigned projects and small groups as well as maintain a positive and flexible attitude is a plus!

Compensation:

- \$550 stipend will be paid upon completion of TREK training.
- Meals and snacks will be provided during training, as well as housing provided during the training overnights.
- A staff t-shirt and other goodies, closing BBQs with all leaders as well as TREK participants and their families.
- A great experience with leadership, community development, and working to welcome the newest UVM students!

Application Instructions:

- Apply online via the Lynx by 4/2/18 - a resume and cover letter will be required (and can be attached to the online application). The application is available at: <http://go.uvm.edu/strektc18>
- Interviews will take place in April; we expect to complete hiring by 4/27/18.
- Questions can be directed to Laura Megivern, Assistant Director of Student Life for LCE, at laura.megivern@uvm.edu, or (802) 656-2060.



UNIVERSITY OF VERMONT
**LEADERSHIP &
CIVIC ENGAGEMENT**
DEPARTMENT OF STUDENT LIFE