

# **Rubenstein School of Environment and Natural Resources**

## **University of Vermont**

### **Perennial Summer Internship Program - 2024**

**Internship Title:** Vermont State Parks Region 1 Operations Intern

**Internship Site:** Based in Killington, VT but frequent field work will occur in Windham and Windsor counties.

**Description:** Region 1 of the Vermont State Parks division manages 13 developed state parks, each offering high-quality opportunities for outdoor recreation. Vermont State Parks provide environmental education and information and supports the economies and values of local communities. Additionally, state parks promote, operate, and maintain a large and complex system of conserved lands, as well as both historic and modern facilities that are enjoyed by over a million visitors statewide, every year. We work towards ensuring a safe, welcoming, and inclusive place for our staff, volunteers, and visitors.

This Vermont State Park Region 1 internship will consist of field work throughout the southeast of Vermont, as well as assisting operations staff out of the regional maintenance facility in Killington. Duties will include supporting individual park managers with daily staffing needs, welcoming new staff and residential volunteers, and delivering park-specific supplies, merchandise, educational material, and publications. Additional tasks include assisting with the development of education and outreach materials, nuisance wildlife mitigation, and supporting day-camp program instructors.

**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 summer recreation, and is excited to work with a wide variety of seasonal and fulltime park employees. Candidates must be willing to work outside in a variety of weather conditions and enjoy both field work and regional office work. Experience and/or course work in recreation, tourism, hospitality and management, or knowledge of Vermont's southeast region are desirable, as is familiarity with basic Microsoft office programs. A valid driver's license is required for frequent site visits; a state vehicle is provided for field work.

**\*Rubenstein students currently in their sophomore and junior years are eligible to apply.**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- 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.

- 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.
- You may apply for up to three Perennial Internships.
- All applications are due by **11:59pm, on Monday, February 5th, 2024.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as pdfs. The following are the required documents:

- Resume
- 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:

- This link:

drop-in hours:

Meghan Young – Tuesdays, 10:00am-12:00pm, Aiken 219 Emily LeForce – Thursdays, 1:00-3:00pm, Aiken 220 Hub  
Cathy Shiga-Gattullo – Mondays, 1:00-3:00pm, Aiken 220 Hub

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.