



Service TREK Leader 2025 Internship

Service TREK is a five-day pre-orientation program offered to incoming first time UVM students. Centered in community service, Service TREK offers unique opportunities to make new friends, connect with others interested in social justice, and practice living and working as a team – all while exploring Vermont! Each Service TREK trip is led by two trained student leaders and serves 8-10 program participants (TREKkies). While previous Service TREK trips have included lodging at community centers and state parks, Civic Engagement is excited to offer “summer camp” style lodging for our 2025 program (ex: shared cabin spaces).

As a Service TREK Intern, you will learn and develop transferable leadership skills through hands-on training and service experiences. We expect that your skill, guidance, and experience as a UVM student will provide TREKkies with safe and meaningful learning opportunities as they join the UVM community.

Service TREK leaders will be supervised and trained by the Assistant Director of Civic Engagement in Student Life with the support of additional Student Life staff.

Position Duties and Responsibilities

Alongside your co-leader and Civic Engagement staff, Service TREK Interns are expected to:

- Attend all scheduled training sessions during August 2025*
- Attend all excursion dates during August 2025**
- Act as a resource for TREKkies to better understand UVM's community values
- Foster an environment that meets TREKkies' mental, physical, and emotional needs
- Maintain personal health and wellbeing to remain fully present alongside co-leader and TREKkies throughout the trip
- Work in partnership with community organizations to facilitate scheduled service opportunities
- Facilitate group decision making around logistics, mealtimes, sustainability practices, free time activities, etc.
- Plan and facilitate daily reflection, dialogue, and/or processing activities for trip
- Facilitate transportation during the trip
- Alongside co-leader, serve as main point of contact in case of an emergency to ensure safety and wellbeing of participants to maximum extent possible (CE staff will be on-call to support and provide counsel/advice as needed)
- Assist in cleaning, re-packing, and re-organizing borrowed gear following TREK excursions
- Work with Civic Engagement staff following your trip to create a feedback document that captures planning and transition notes for your trip

- Complete wrap up and evaluation tasks including compiling photos, forms, assessment, and evaluation data, etc. to report the story and impact of your trip
- Maintain active communication with Civic Engagement staff throughout Internship
- Maintain active communication with community service partners throughout Internship
- Uphold and enforce all UVM regulations and policies

*Training includes full participation **August 10, 2025 – August 14, 2025**. See below for an explanation of training dates and expectations.

Excursion dates: **August 15, 2025 – August 20, 2025

Additional Expectations:

Service TREK interns must fulfill the full terms of the internship as described in the TREK program's offer letter, including:

- Ability to commit to TREK full-time with no other commitments from **August 10–August 20**
- Regularly check email and respond to communications from Civic Engagement / the TREK program in a timely manner
- Act in a manner that positively reflects on UVM as an institution, TREK as a program, and Civic Engagement as a subset of the Department of Student Life
- Appropriately manage the sensitive personal information of fellow TREK staff and TREKkies
- Respond to incidents to the best of your ability, in accordance with your level of first aid certification and the provided TREK Training

Learning Outcomes and Internship Benefits

Stipends are determined based on a combination of previous experience and certifications previously obtained. The 2025 Service TREK stipend breakdown is as follows:

- First Time Leaders: \$425
- Returning Leaders with valid First Aid/CPR/AED: \$525
- First Time Leaders with valid Wilderness First Aid: \$650
- Returning Leaders with valid Wilderness First Aid: \$750

Additionally, all TREK Interns will receive:

- Majority of meals provided during training
- All meals and lodging provided during excursion dates
- TREK Intern welcome swag

In coordination with the Department of Residential Life, TREK Leaders living on campus for the 2025-2026 academic year will receive on-campus housing during pre-TREK training and program preparation.

In this position, students will gain and further develop skills related to:

- Leadership
- Problem solving
- Critical thinking
- Teamwork
- Communication
- Community service
- Community building
- Public speaking and group facilitation

Career Readiness Competencies Professional Track: Event Planning, Leadership, Teamwork, Critical Thinking, Problem Solving, Professionalism

Minimum Qualifications:

- Must be currently matriculated University of Vermont student in good standing
- Prior experience engaging in community-centered service work, or an excitement to learn about service work
- Strong communication, problem-solving, group facilitation, and critical thinking skills
- Demonstrated interest in and passion for social justice, community service, and leadership
- Demonstrated commitment to diversity, equity, accessibility, and inclusion
- Evident reliability, punctuality, and dependability
- Demonstrated ability to manage time and organize work with attention to detail
- Demonstrated ability to manage risk
- Completed UVM Van Driver Certification before TREK training if eligible

Desirable Skills:

- Desire to develop relationships with other students through shared experiences

*Training Dates & Expectations

Mandatory Training for ALL leaders includes:

- TBD - Mental Health First Aid Training: offered throughout the Spring Semester - dates pending
- CPR/AED: offered throughout the Spring Semester - dates pending
- First Aid: offered throughout the Spring Semester - dates pending
- UVM Van Training (see below)

- (At the discretion of Assistant Director for Civic Engagement and Coordinator for Civic Engagement) Wilderness First Aid: offered as a credit bearing course during Winter Term and Spring Semester
- (At the discretion of Assistant Director for Civic Engagement) UVM Trailer training

TREK Leader Training Dates: Anticipated August 10 – 14, 2025

Leader training is mandatory, from start to finish. Each day will be between 6- 8 hours of training on a range of skills, trip logistics, and other things that will help you get ready to lead Service TREK. We ask that TREK be your *only* commitment during this time - our days are jam packed (with fun!) to ensure Interns are ready to roll as soon as participants arrive.

TREK Excursions: August 15 – 20, 2025

TREK trips depart from the Davis Center following participant check-in and welcome event. TREK Interns are expected to be fully committed to facilitating their trip during the five days of the excursion. On the final day of TREK, trips will return to campus for gear de-issue and TREK's Welcome Back lunch. Intern responsibilities to TREKkies ends at 6pm on the final day of the TREK program; interns are still responsible for assisting with trip wrap-up and documentation following your return to campus.

Van Training

All eligible TREK Interns must complete van certification before TREK training. This is an easy, free, and online-only process. There are two steps, and we ask those offered an internship position to start this soon after they are offered a position.

Additional Information

The TREK staff will communicate with the interns via email over the summer with reminders, packing lists, and other things. If an intern will not be accessible by email for an extended period, we ask that you communicate with the Civic Engagement team in advance.

If you have questions about the Service TREK program or internship positions, please contact Student Involvement, Civic Engagement via e-mail at service.trek@uvm.edu