

# INTERNSHIP OPPORTUNITY WITH Volunteer Lake Monitoring Program (VLMP) SUMMER 2015

**POSITION:** Intern

**LOCATION:** Auburn, Maine, USA

**DESCRIPTION OF THE HOST ORGANIZATION:** Interested in gaining real-world experience while working to protect Maine lakes?

Interns will work closely with Volunteer Lake Monitoring Program (VLMP) staff and volunteers and Department of Environmental Protection (DEP) biologists. Learning opportunities abound, and vary from day to day. All interns are encouraged to participate in, and later assist with, VLMP volunteer training workshops. Workshops cover a variety of topics including water quality monitoring, screening waterbodies for invasive aquatic plants, volunteer leadership, and more.

**INTERN'S DUTIES & RESPONSIBILITIES:**

- Assist the permanent staff with routine administrative tasks, such as data entry
- Assist with the preparation of informational materials for volunteers

**Examples of some intern projects:**

- Woodbury Brackett Environmental Center Activities
  - Assist visitors and prepare outreach materials
  - Support VLMP staff with office tasks
  - Organize and catalog research materials
- VLMP Annual Lake Monitoring Conference
  - Support VLMP staff with event preparations
  - Assist with event set-up and tear-down
  - Help facilitate volunteer recognition ceremony
- Volunteer Workshops
  - Prepare workshop materials and assist with planning and operation
  - Assist in conducting volunteer training workshops
  - Collect, process and catalog live plant specimens
- Baseline Water Quality Monitoring
  - Visit lakes statewide as a VLMP/DEP Team Member

*Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.*

**MCGILL UNIVERSITY REQUIREMENTS:**

- Returning to McGill in the fall following the internship

- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns at [www.mcgill.ca/arts-internships/forms](http://www.mcgill.ca/arts-internships/forms)
- U2, U3 or graduate (MA, PhD) McGill Faculty of Arts or Faculty of Education student
- Minimum CGPA of 2.7

**HOST ORGANIZATION REQUIREMENTS:**

- Suitable interns should have academic and/or practical backgrounds in the area of socioeconomic development and an interest in natural resources management.
- Candidates should also possess the ability to work independently on multiple tasks.
- Careful attention to detail and accuracy is absolutely essential
- Knowledge of PC and Apple computers
- Must be flexible, cooperative, dependable and on-time

*The intern's duties and projects may not be as listed. These will depend on the needs of the host organization.*

**DATES:** The intern can expect to work twelve weeks from May 11<sup>th</sup> to July 31<sup>st</sup>, 2015.

**HOURS:** This is flexible depending on activities, but is normally 35-40 hours per week.

**REMUNERATION:** A stipend of \$4000 will be paid for the 12-week internship.

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

**HOW TO APPLY:** Students must complete the online Arts Internship Application Form <http://www.mcgill.ca/arts-internships/find/mcgill/online-application-form-arts-internship-office-internships>

and submit the following in person to Leacock room 307:

- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva at least two weeks in advance)
- A photocopy of your McGill ID

The AIO will only consider applications received from students' official McGill e-mail accounts

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents or comments will be taken into consideration in the application process.*

**APPLICATION DEADLINE:** February 2<sup>nd</sup>, 2015

**INTERNSHIP TRAINING MODULE:** Successful candidates are required to attend all Faculty of Arts Interns Information Sessions and Workshops listed at: <http://www.mcgill.ca/arts-internships/calendar>. These include the mandatory AIO Interns Meeting held on March 12, 2015 for all AIO interns.

**IMPORTANT INFORMATION FOR SUMMER INTERNSHIPS OUTSIDE OF CANADA:**

**WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Information Session – Mid-March 2015
- Cross-Cultural Workshop – March 2015
- International Internship Experience Panel – April 2015
- University-Wide International Travel Pre-Departure Session – April 2015
- International Internship Debriefing Session – September 2015

**HEALTH AND SAFETY:**

All applicants should consult the Department of Foreign Affairs and International Trade Canada (DFAIT) Travel Reports for the internship host country prior to applying for this internship.

[http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

**ENTRY REQUIREMENTS:**

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

**FOR MORE INFORMATION**

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