



INTERNSHIP OPPORTUNITY WITH Maine Volunteer Lake Monitoring Program (MVLMP) SUMMER 2018

POSITION: Intern

LOCATION: Auburn, Maine, USA

DESCRIPTION OF THE HOST ORGANIZATION:

Interested in gaining real-world experience working with volunteer citizen scientists, while = working to protect Maine lakes? Interns will work closely with Maine Volunteer Lake Monitoring Program (MVLMP) staff and volunteers and Maine 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 and public workshops

Examples of some intern projects:

- MVLMP Environmental Center Activities
 - Assist visitors and prepare outreach materials
 - Support VLMP staff with office tasks
 - Organize and catalog research materials
- MVLMP 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.

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.

HOURS: Full-time, normally 35-40 hours per week. Monday to Friday

REMUNERATION: If the internship is unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards.

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadlines:

International internships: November 20, 2017. Canada & US internships: January 29, 2018

All internships will run for twelve weeks from May 21st to August 17th, 2018.

ELIGIBILITY:

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

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.

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/comments will be taken into consideration..

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. 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.