



**Vermont Adaptive
Internship Supervisors**

**Programs: Pico, Stoughton
Pond and
Killington/Rutland Region**

Tom Alcorn
South@vermontadaptive.org
(802) 353-7584

**Programs: Bolton Valley
and Burlington Region**

Kelly Walsh
Truenorth@vermontadaptive.org
(802) 353-3178

**Programs: Sugarbush
Resort, Montpelier and
Waterbury Region**

Olivia Joseph , CTRS
north@vermontadaptive.org
(802) 343-1193

Statewide Supervisor:

Maggie Burke
managingdirector@vermontadaptive.org
(802) 282-9784

Dear Student,

Thank you for your interest in an internship with Vermont Adaptive Ski and Sports. Vermont Adaptive is a nonprofit dedicated to providing sports and recreation opportunities to individuals with physical, cognitive, and emotional/behavioral disabilities.

Vermont Adaptive offers internships in the winter and summer seasons. Internships run approximately mid-December to mid-April and June through August, though we are flexible throughout the shoulder seasons. The Vermont Adaptive Ski and Sports internship is designed to provide learning and hands-on experiences to individuals interested in Adaptive Sports, Therapeutic Recreation and Adventure Recreation to gain knowledge and professional experience in these growing fields.

The intern will facilitate and teach different types of adaptive activities, such as skiing, snowboarding, cross country skiing, and snowshoeing during the winter and in the summer months sailing, paddling, rock climbing and cycling. Aside from teaching, the intern will also have the opportunity to be involved with program implementation (planning, supervision, volunteer management, training and scheduling) and seasonal operations (coordination and daily operations, special events and fundraisers). The intern will also be included in staff functions including meetings regarding risk management, equipment, and safety procedures. Winter interns are provided with a season pass enabling them to ski free during the internship. There is no housing provided and students must have reliable transportation. Some locations have additional incentives with professional ski instruction training, half price meals at the lodge and pro deals. There are several paid/stipend opportunities annually, but not all internships are paid/stipend. To be eligible for a stipend, the intern must return the enclosed internship forms, be enrolled in an internship course at an accredited university, and be able to complete a minimum of 400 hours during the course of the internship. Other interested students are welcome to volunteer without pay to fulfill community service requirements since we are supported heavily with volunteers.

Below you will find further information regarding the specifics of an internship as well as forms to be completed by you and your university internship professor

Please feel free to contact me with any questions you may have. Thanks again for your interest in a Vermont Adaptive Internship.

Sincerely,

Maggie Burke



Vermont Adaptive Intern Responsibilities

To be considered for an internship at Vermont Adaptive please:

1. Provide the appropriate coordinator with a personal resume or curriculum vitae.
2. Submit a completed Internship Application form.
3. Submit a Volunteer Application found on our website.
4. Submit a completed University Supervisor Agreement form signed by your sponsoring faculty.
5. Submit a copy of your current C.P.R. and First aid certifications and any other relevant certifications.

Once accepted for an internship, as well as operating as a de-facto staff member assessing, teaching, and documenting activities for Vermont Adaptive participants, the student's assignments will include, but are not limited to:

1. Provide written goals for the internship.
2. Attend a site tour arranged by the coordinator.
3. Maintain weekly or biweekly meetings with the coordinator.
4. Communicate schedule with coordinator in advance to schedule days and projects.
5. Assist in implementation of a special event
6. Write an article for the Vermont Adaptive newsletter/share a story of your experience



Vermont Adaptive Internship Application

Name: _____ Social Security # _____

Mailing Address: _____

Email Address: _____ Phone #: _____

University/College Name: _____

Semester/Quarter of Internship: _____ Required Length of Internship: _____

What is your main interest in applying for this internship?(Use additional paper if needed)

Please specify which disabilities you have experience working with: (Use additional paper if needed)

What skills do you possess in any of the following; please describe your ability level based on season of internship you are applying for, use reverse side if necessary:

- Winter: Skiing, Snowboarding, Cross Country Skiing, Snowshoeing, Event Planning, Program Planning and Volunteer Management
- Summer: Sailing, Cycling, Paddling, Climbing, Tennis, Event Planning, Program Planning and Volunteer Management

Please describe your skills in Microsoft Word, Excel, Outlook and using the internet:

Do you receive financial aid from your school/do you have financial need for this internship?
YES or NO

Do you have any additional comments? (Use additional pages if necessary)



Vermont Adaptive University Supervisor Agreement for Internship

Student's Name: _____

Faculty's Name: _____

University/College Name: _____

University/College Address: _____

Supervisor's Phone #: _____

Supervisor Email: _____

Vermont Adaptive understands the importance of providing students with a meaningful learning experience and will ensure that:

1. The student will complete _____ hours required by the university but no less than 400 hours
2. The student's performance will be reviewed and evaluated by a Vermont Adaptive staff member
3. The student and staff member will meet weekly to discuss progress, projects, goals and concerns

To ensure a cooperative educational process, we ask that the University Faculty Sponsor:

1. Initiate at least two contacts with the intern coordinator during the course of the semester to discuss the performance of the student. This can be in person or over the phone.
2. Provide an evaluation form to be used by the intern coordinator to evaluate the intern twice a semester (mid-term and final).

Faculty Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____