

## GENEVA LAKE CONSERVANCY JOB DESCRIPTION

**Position Title:** Summer Intern

**Reports to:** Community Outreach Manager and Land Protection Specialist

**Application Deadline:** March 1<sup>st</sup>

**Pay:** \$400 per week (M-F, 9-5)

**Position Length:** May 22<sup>nd</sup> - August 25<sup>th</sup> (Flexible)

Gas mileage and other expenses will be reimbursed while on the job

### Description of Activities

#### Helen Rohner Children's Fishing Park Maintenance and Education Duties (90%):

- Perform daily maintenance chores at park: watering, weeding, organize materials and cleaning at Nature Center, and other duties as assigned.
- Organize and lead nature classes for children at least once weekly and assist in those organized by Barrett Memorial Library (Story Times), Lake Geneva Fishing Club (Fishing Lessons), and other organizations.
- Work with the Community Outreach Manager to organize the annual Fourth of July Event and secondary August event at the park for community members.
- Help Community Outreach Manager to organize and implement a "small nature" photography contest at the park held in August while building engagement in the contest through activities at the park
- Assist the Land Protection Manager and Specialist in conducting volunteer workdays, implementing land restoration activities (including but not limited to cutting/removing invasive species and planting native plants).
- Continual Maintenance, Monitoring, and Repair of Purple Martin House at the Park
- Encourage families to use the park and assist in instructing children on nature in the park, particularly in Southwick Creek and the amphibian pond.
- Develop and implement ideas to encourage GLC memberships from park attendees.
- Photo documentation throughout position length for social media and end of year scrapbook
- Help organize special activities at the park for families to do while exploring the preserve
- Encourage people to use nature-based educational materials available at the nature center.

#### Other (10%):

- Assist with GLC special events as needed (some on Saturday's)
- Attend at least 1 Board of Directors Meeting (held on Saturday morning)
- Assist the Executive Director and Land Protection Specialist in various activities as assigned.

#### PREFERRED SKILLS AND QUALIFICATIONS:

1. Familiar with Lake Geneva area
2. Previous experience and knowledge of working with children
3. Knowledge of Native Plants of Wisconsin and Invasive Species
4. Access to car and valid driver's license
5. Able to work outdoors in variable weather conditions- Office is our Nature Barn
6. Has basic skills of Word, Excel, and PowerPoint

#### Interested in Applying, contact:

Kiera Theys, Land Protection Manager

[Ktheys@genevalakeconservancy.org](mailto:Ktheys@genevalakeconservancy.org)

262-275-5700