

## GENEVA LAKE CONSERVANCY JOB DESCRIPTION

**Position Title:** Land Protection Specialist Internship

**Reports To:** Land Protection Manager (LPM)

**Pay:** \$20-25 per hour

**Position:** Full-time

### Description of Activities:

#### LAND STEWARDSHIP (85 percent):

1. Be a caretaker for a new estate property in northern Walworth County that the Conservancy will be acquiring. **Required to live on the property from May to October (end date flexible) with free cottage for the summer of 2024.**
2. Assist LPM with monitoring GLC's existing conservation easements and our 12 fee-owned properties according to LTA standards
3. Assist LPM with monitoring reports, reporting violations of conservation easements to the LPC Committee, and following through with landowners to correct violations according to GLC policies
4. Assist LPM in completing special projects on conservancy properties, and implementing restoration activities at those properties in conjunction with a Landscape Contractor
5. Assist LPM and Community Outreach Specialist (COS) with organization of volunteer workdays at GLC FOL properties and at White River County Park.
6. Attend GLC Land Protection Committee Meetings (held once every other month)
7. Assist Summer Intern and COS with weekly activities at Helen Rohner Children's Fishing Park such as mowing, weeding, watering, fishing lessons, and other project needs.
8. Work with Walworth County Parks/Hwy Department, LPM, and Executive Director on implementation of our No-Mow program on Walworth County Highways.
9. Assist with grounds work and general maintenance at the Mill House (GLC office headquarters).
10. If needed, help organize special water testing projects in areas where new sources of pollution are suspected.

#### OTHER TASKS (15 percent)

1. Attend and assist at various events and fundraisers (some of which on Saturdays)
2. Attend Board of Directors Meetings (held bi-monthly, Saturday mornings)
3. Complete other activities as assigned by the Executive Director and Board of Directors

#### PREFERRED SKILLS AND QUALIFICATIONS:

1. Degree in environmental science or related field
2. Ability to install signs, work with tools, install and manage hands on projects
3. Familiar with Lake Geneva area
4. Knowledge of Native Plants of Wisconsin and Invasive Species
5. Has done Invasive Species removal and familiar with restoration process
6. Access to car and valid driver's license
7. Can hike at least 2 miles on GLC nature preserve
8. Able to work outdoors in variable weather
9. Has basic skills of Word, Excel, and PowerPoint

**Deadline in applying is March 1<sup>st</sup>. To apply, please send resume and cover letter to:**

Kiera Theys  
Land Protection Manager  
Geneva Lake Conservancy  
398 Mill Street, Fontana WI 53125  
[Ktheyys@genevalakeconservancy.org](mailto:Ktheyys@genevalakeconservancy.org)  
262-275-5700