

GENEVA LAKE CONSERVANCY

Job Description Position Title: Helen Rohner Children's Fishing Park Summer Intern

Reports to: Community Outreach Manager

Application Deadline: March 1st

Pay: \$15/hour, 40 hours/week

**Description of Activities Helen Rohner Children's Fishing Park Maintenance and Education Duties**

- Perform daily maintenance chores at park: water plants, weed gardens, organize materials at the Nature barn, and other duties as assigned.
- Organize and lead Nature Classes, Story Times, and Fishing Lessons for children once weekly and assist in those organized by Barrett Memorial Library, Lake Geneva Fishing Club, and other organizations.
- Encourage families in their use of the park and assist in instructing children on nature in the park, particularly in Southwick Creek, the amphibian pond and purple martin birds.
- Continual Maintenance, Monitoring, and Repair of Purple Martin House at the park.
- Develop and implement ideas to encourage GLC memberships from park attendees.
- Develop and design newsletters for Kid's Club.
- Create an educational end-of-the-summer event for Kid's Club participants.
- Organize and implement a "small nature photography contest" at the park and build engagement.
- Work with the Community Outreach director to organize annual Family Day.
- Encourage people to use nature-based educational materials available at the nature barn.
- Assist the Land Protection Specialist in organizing and conducting volunteer workdays, land restoration activities, including cutting and removing invasive species, planting native plants, etc.
- Attend and help organize GLC events in the evening and some Saturdays.
- Attend at least 1 Board of Directors Meeting (held on a Saturday morning).
- Assist the Community Outreach and Fundraising Manager in various activities as assigned.

**Preferred Skills/Qualifications:**

- Familiar with the Lake Geneva Area
- Education level: Freshman in college or greater receiving an environmental degree
- Previous experience, knowledge, and enjoyment working with children
- Access to car and driver's License
- Own their own computer
- Be able to hike at least 2 miles at once
- Ok with working in inclement weather conditions and working in primary office of Nature Barn

The internship is for 10-12 weeks starting preferably in May. Start and end dates are flexible. The intern will be reimbursed for gas mileage and other expenses related to the job.

Please send a resume and cover letter to:

Tai Thompson

Community Outreach and Fundraising Manager

Geneva Lake Conservancy

398 Mill Street, Fontana, Wisconsin, 53125

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

262-275-5700