



## Prairie Wetlands Learning Center

# Help Wanted: Volunteer Jobs 2009

## Recreation

### Naturalist/Interpreter

Lead or assist with children's programs, off-site or on-site. Weekdays or Saturdays throughout the year. Dates and hours flexible. Training and materials available.

### Event Staff

Help with planning, set-up, activities, programs, and clean-up. Events include Rodent Week (Feb. 2-20), Marsh Madness (Mar. 28), spring bird walks (Wednesdays in May), Return to the Prairie Day, (Aug. 8), National Public Lands Day (Sept. 26), Fall Festival (October 17), Creep Week (fall), and Christmas on the Prairie (Dec. 10). Materials provided. Hours vary.

### Golf Cart Tour Guide

Assist and transport visitors who are unable to access trails. Help make their visit educational and enjoyable. Training provided. Weekdays or select Saturdays in spring, summer, and fall. Hours flexible. Must be 18+.

### Information Desk Attendant

Staff information desk: welcome visitors, answer questions, provide assistance and orientation to help make their visit educational and enjoyable. Training provided. Weekdays, hours flexible, regular schedule desired.

### Photographer

Take high quality digital images of programs, flora and fauna at the Prairie Wetlands Learning Center and throughout the wetland district. Must have own equipment. Opportunities for publication in local, regional and national media. Schedule is very flexible.

## Wildlife & Habitat

### Bluebird Box Monitor

Monitor one or more bluebird boxes weekly during the breeding season, April through August. Record data. Days and hours very flexible. Requires walking on uneven terrain. Training and materials provided.

### Purple Martin Monitor

Monitor 12 purple martin gourds on rack near barn weekly during breeding season, May through July. Record data. Days and hours very flexible. Training and materials provided.

### Waterfowl Bander

Assist with waterfowl banding program: help bait, trap, recover, band, and release ducks. Training, transportation, and equipment provided. Early weekday mornings at various sites. Weather-dependent. On-call availability needed. Walking on uneven terrain required.

### Land Steward

Care for a designated area of prairie or a wetland at the PWLC: inventory plant and animal species, harvest seed, remove invasive plants, and report observations. Training and materials provided. Spring, summer, and fall. Walking on uneven terrain required. Days and hours flexible.

### Trail Steward\*

Walk PWLC trail monthly during spring, summer, and fall to identify obstacles, monitor conditions of trail signage, and check for vandalism. Report wildlife and plant observations, trail status, maintenance needs, and any unusual situations. Training provided. Days and hours very flexible.

## Waterfowl Production Area Steward

Monitor and inspect selected individual Waterfowl Production Area(s) in Douglas, Grant, Otter Tail or Wilkin counties. Record gauge readings at water control structures and public use. Report wildlife and plant observations. Materials provided. Walking on uneven terrain required. Must be able to devote one day per month, mid-April to mid-November per WPA.

### Prairie Seed Harvester\*

Help hand-harvest ripe forb and grass seeds in summer and fall. Training and materials provided. Days and hours very flexible. Walking on uneven terrain required.

### Water Control Structure Gauge Reader

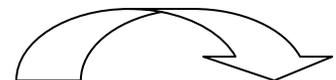
Record water level readings and monitor condition of water control structures in Douglas, Grant, and Otter Tail counties. Four to eight days per month needed on regular basis and after rain events. Report any problems. Materials provided.

**For More Information**  
Call the Prairie Wetlands Learning Center at 218-998-4480 or Email [prairiewet@fws.gov](mailto:prairiewet@fws.gov).

## Environmental Education

### Program Staff

Help prepare, present, and chaperone preschool-12th grade field trip programs. Training and materials provided. Weekdays during the school year. Hours variable.



## **Prairie Wetlands Reader**

Read nature stories aloud regularly to the same group of K-5th grade children at a school, shelter, or Head Start. Conduct a simple activity related to the story. Hours and days are flexible, year-round.

## **Field Leader**

Help Prairie Science Class students discover the wonders of nature — lead them in the field! Field plans and brief training provided. Weekdays, hours flexible; morning and/or afternoon class. Walking on uneven terrain required.

## **BioBlitz Field Leader**

Lead a monthly BioBlitz student group for the Prairie Science Class. BioBlitz groups count diversity of species seen on the prairie, such as mammals, plants, inverts, and birds. Materials provided. Knowledge about nature helpful. Need commitment for each date, morning and afternoon: Feb. 27, Mar. 28, Apr. 30, May 21. Walking on uneven terrain required.

## **Teacher Assistant**

Be an extra pair of eyes, ears, and hands in the Prairie Science Class classroom. Weekdays. Hours and days flexible; work with morning and/or afternoon classes. Regular schedule needed.

## **Communications Assistant**

Help the Prairie Science Class get connected and noticed! Assist in typing up PSC communications such as: weekly letters to parents, memos to be sent home, and updating the PSC web page. Computer skills a must. Weekdays. Hours flexible.

## **Cultural Resources**

### **Historian**

Catalog and maintain historic documents, photos, maps and artifacts. Conduct and transcribe oral histories. Prepare brief histories of important people, events, and sites. Year-round, days and hours flexible.

## **Maintenance**

### **Maintenance Staff**

Assist with light maintenance tasks which may include sign and exhibit repair, painting, cleaning, and carpentry, depending on the skills of the volunteer. Also assist with field projects such as sign installation, repair, and upkeep. Tools, materials, and equipment provided. Weekly, weekdays, hours flexible. Must be 18+ to use power tools.

### **Boundary Posting**

Visit waterfowl production areas in Douglas, Grant, Otter Tail and Wilkin counties and replace faded, bent, or vandalized signs and posts. Use air photos and record data. Hauling materials over rough and uneven terrain required. Report any problems observed. Materials and training provided. One 8-hour day per week needed during field season.

### **Grounds Keeper\***

Help maintain outdoor areas, roadsides, and trails, including lawn mowing and picking up litter. Training provided. Spring, summer, and fall. Weekdays, hours flexible. Desire 8+ hours per month. Must be 18+ to mow grass.

## **Other**

### **Biological Data Entry**

Enter biological data collected by Wetland District staff on computer such as wetland plant surveys, results of noxious species control, and other plant or animal surveys. Must be able to use a computer and sit for extended periods. Training and computer use provided. Weekdays, 4-8 hours per month needed.

### **GIS Digitizing**

Assist Fergus Falls Wetland Management District staff in collecting and entering biological and habitat information into the Global Information System. Digitize land features, habitat data, noxious weed control information, private lands wetland restoration projects, etc. Weekdays, 2-3 hours twice monthly. Computer use and some training provided.

Must have advanced computer skills including working knowledge of Arc GIS 9.2 and Arc Map. Must be proficient at interpreting aerial photos. Ability to sit for extended periods needed.

### **Office/Clerical Aide**

Assist in the daily operations of the Fergus Falls Wetland Management District Office. Answer phone calls, respond to public inquiries, assist with photo copying, prepare mailings, some data processing, and other tasks. Training and materials provided. Any season. Weekdays, hours flexible. 20-30 total hours desired.

### **File Manager**

Review and organize Waterfowl Production Area management files for the Fergus Falls Wetland Management District. Weekdays, hours flexible. Any season. Training and materials provided. 20-30 hours total needed to complete project.

### **Seamstress/Crafter**

Create projects needed for educational and interpretive programs for use by children or staff. As-needed basis. Materials provided. Experience necessary. Seasons, days, hours flexible.

### **Public Relations Staff**

Assist the Prairie Wetlands Learning Center with press releases, website updates and development, flyers, public television shows and radio spots. Can work from home for most tasks, throughout the year. Computer experience required.

### **Display Booth Staff**

Staff portable displays at malls, sportsman's shows, fairs, and other indoor sites. Provide information to the general public about the Prairie Wetlands Learning Center and the Fergus Falls Wetland Management District. Generally weekends throughout the year by request. Dates and hours vary.

**\* = Potential jobs for groups of volunteers**