



Join the Tualatin River National Wildlife Refuge Team!

Position Title: Visitor Services Program Assistant (Youth Hire)

Position Details and Requirements:

- Average 40 hours/week during summer and holiday breaks
- Part-time schedule during school year
- Weekends required.
- Minimum pay rate \$12.50 / hour
- U.S. Citizenship required
- Must be 18-25 years of age at time of hire
- Incumbent must be a degree-seeking student enrolled at least ½ time in an accredited institution

Location: Tualatin River National Wildlife Refuge, Sherwood, Oregon
U.S. Fish and Wildlife Service

Refuge Background: Tualatin River National Wildlife Refuge is located within the floodplain of the Tualatin River and boasts habitats such as wetlands, forests, and oak savannas. The Refuge is home to a wide variety of wildlife including thousands of wintering ducks and geese, neotropical migrating songbirds, shorebirds, mammals, fish, amphibians, reptiles and more. The Refuge features nature trails, wildlife overlooks, environmental education study sites, and a newly-opened Wildlife Center with exhibits, viewing areas, and a nature store. Nearly 100,000 people visit the Refuge each year.

Position Summary: As part of a youth employment initiative, the Refuge is seeking to hire a student for temporary work assisting with the Refuge's extensive visitor services program. This position will provide support to the Visitor Services Manager by developing written protocols and procedures for the visitor services, safety, and volunteer programs. The position will also assist with educational programs, special events, and the daily operation of the Wildlife Center. The duties of the position will be primarily administrative in nature, but will also include opportunities to interact with the visiting public and volunteers both indoors and outdoors.

How to Apply: Mail or email application to Kim Strassburg, Visitor Services Manager, Tualatin River NWR, 19255 SW Pacific Hwy, Sherwood, OR, 97140. kim_strassburg@fws.gov. Application materials must include cover letter, resume, three references, copy of transcript(s), a letter from your school verifying your enrollment as a minimum ½ time student, and documentation of veteran's preference if applicable. Application materials must demonstrate the requirements indicated above. Open until filled.