



Horicon National Wildlife Refuge Resident Volunteer – Maintenance

Job Title: Resident Volunteer – Maintenance

Employee Contact: Mike Madel, Maintenance Mechanic, 920-387-2658 ext. 118

Overview: Work cooperatively with Employee Contact and/or other staff in providing support for the refuge’s maintenance program.

Responsibilities:

- Assist Refuge staff with painting, repair of facilities, upkeep of vehicles, carpentry projects.
- Assist Refuge staff with mowing of public use facilities and trail maintenance.
- Assist Refuge staff with installation and replacement of refuge signage as needed (kiosks, boundary, hunting etc.)
- Assist Refuge staff with miscellaneous special projects as needed.
- Report hours monthly to the Visitor Services Manager.
- Represent the U.S. Fish and Wildlife Service in a professional manner.

Special Notes: All materials, training, and equipment will be provided by Horicon NWR. RV pad with full hook-ups provided. Program is currently “volunteer” only – no stipend provided. Opportunities to work with Complex biological program and state agencies.

Qualifications: Willingness to work with Refuge employees and other volunteers as a team. Motivated, enthusiastic, and self-directed. Prior experience in maintenance or carpentry highly desirable.

Application Deadline: **Applications accepted year-round with deadline of November 1st, notification by November 15th (annually)**

Training: Orientation and tour, defensive driving course, other as available.

Evaluation: Will be informal and ongoing throughout.

Commitment: Hours and dates are flexible.

Contact: Erin Railsback, Horicon National Wildlife Refuge, 920-387-2658 x 124 or Erin_railsback@fws.gov. (For application etc.)