



Horicon National Wildlife Refuge Resident Volunteer – Visitor Services

Job Title: Resident Volunteer – Visitor Services

Employee Contact: Erin Railsback, Visitor Services Manager, 920-387-2658 ext. 124

Overview: Work cooperatively with Employee Contact and/or other staff in providing support for the Horicon refuge visitor services program.

Responsibilities:

- Assist with environmental education programs
- Assist with public interpretive programs and outreach events
- Assist with inventory and upkeep of educational materials
- Assist with visitor center operation
- Assist with light maintenance of public use facilities
- Conduct visitor counts/data entry
- Report hours weekly to the Employee Contact
- 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. Experience with operation of visitor services programs preferred.

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.