

Erie National Wildlife Refuge  
11296 Wood Duck Lane  
Guys Mills, PA 16327  
Tel.: 814-789-3585 Fax: 814-789-2909  
[www.fws.gov/northeast/erie](http://www.fws.gov/northeast/erie)

**Volunteer Position Title:** Biological Programs Assistant

**Position Objective:** To assist in completing biological activities to enhance the Refuge's efforts in habitat and wildlife management.

**Location/Work Environment:** Work tasks may be done both in an office setting at the Refuge Headquarters, and outdoors throughout the Refuge.

**Hours/Days Needed:** Regular 4-8 hour shifts during the Monday – Friday, 8:30am-6:00pm work day. Field work is primarily done April through October.

**Duties:** May include monitoring wildlife populations according to an established protocol, analyzing biological data, monitoring vegetation communities, and helping to control invasive plants. Depending on the volunteer's experience with computers, other tasks such as data input, or mapping may be negotiated.

**Skills/Abilities/Previous Experience Needed:**

- Ability to follow directions and/or established protocols
- Ability to work independently, or with a group
- Possession of the driver's license
- Willingness to take (and pass) a defensive driving course (on the Refuge)
- Ability to walk on uneven terrain
- Ability to carry up to 10 pounds of equipment
- Willingness to work out of doors in inclement weather, and with insects
- Ability to distinguish and avoid noxious plants
- Knowledge of birds or plants is helpful
- Skill in using computers is a plus, but is not required
- Willingness to take (and pass) any required computer security courses if used

**Misc. Information:** Dress in the office is casual business attire. Field work requires sturdy walking shoes, long pants, long sleeved shirt, hat, day pack, sunscreen, and bug repellent.

**Supervisor:** Wildlife Biologist.

**Contact Person for More Information, or to Apply:** Deputy Refuge Manager