

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

Volunteer Position Title: Maintenance Helper

Position Objective: To complete minor maintenance tasks, freeing up staff maintenance personnel to do large projects and/or habitat management work. May also assist with large maintenance projects, making the work effort more efficient and safe.

Location/Work Environment: Primarily Maintenance Shop Area and Headquarters of the refuge. May also work in various locations throughout the refuge, to include parking lots, trails, roadways, etc. The work is often done out of doors, or in an open shop area.

Hours/Days Needed: Regular 4-8 hour shifts during the Monday – Friday, 7:00am-4:30pm work day.

Duties: May include mowing; vehicle cleaning; trail maintenance; beaver debris removal; and litter pick up. Depending on the skills of the volunteer and the needs of the Refuge, other duties may be negotiated which might include minor painting, carpentry, plumbing, vehicle maintenance, equipment maintenance and/or electrical work.

Skills/Abilities/Previous Experience Needed:

- Skills with hand tools
- Ability to follow directions
- Ability to work independently
- Knowledge and experience in working in any technical area (electrical, plumbing, vehicle maintenance, carpentry, painting, etc.)
- Knowledge and experience in working with any power tool needed
- Driver's license
- Willingness to take (and pass) Defensive Driving Course
- Willingness to take (and pass) any required safety course for specific equipment

Supervisor: Staff Maintenance Workers

Contact Person for more information or to apply: Deputy Refuge Manager