



## U.S. Fish & Wildlife Service

### Prairie Wetlands Learning Center

#### *Fergus Falls Wetland Management District*

## Help Wanted: Volunteer Jobs

### Recreation

#### **Naturalist / Interpreter**

Lead or assist with children's programs, off-site or on-site. Volunteer on weekdays and/or Saturdays throughout the year. Dates and hours are flexible. Training and materials available.

#### **Event Staff**

Help plan, set-up, lead activities and programs, and cleanup. Events include Snowshoeing (Jan. 21, Feb. 14), Monarch Tagging (Aug. 15, 17, 18), National Public Lands Day (Sept. 29), and Nature at Night (Dec. 6). Materials provided. Hours vary.

#### **Golf Cart Tour Guide**

Assist and transport visitors who are unable to access trails. Help make their visit educational and enjoyable. Training provided. Weekdays or select Saturdays in spring, summer, and fall. Hours flexible. Must be 18+.

#### **Information Desk Attendant**

Staff information desk: welcome visitors, answer their questions, and provide assistance and orientation to help make their visit educational and enjoyable. Training provided. Weekdays, hours flexible, regular schedule desired.

#### For More Information

Call the Prairie Wetlands Learning Center at 218-998-4480 or email [prairiewet@fws.gov](mailto:prairiewet@fws.gov).

**\* = potential jobs for groups of volunteers**

**\*\* = citizen scientist jobs**

### Photographer

Take high quality digital images of programs, flora and fauna at the Prairie Wetlands Learning Center and throughout the wetland district. Must have your own equipment. Opportunities for publication in local, regional and national media. Schedule is very flexible.

### Wildlife & Habitat

#### **Waterfowl Bander**

Assist with waterfowl banding program: help to bait, trap, recover, band and release ducks. Training, transportation, & equipment provided. Early weekday mornings at various sites. Dependent upon weather. On-call ability needed. Walking on uneven terrain required.

#### **Land Steward**

Care for a designated area of prairie or a wetland at the PWLC: inventory plant and animal species, harvest seed, remove invasive plants, and report observations. Training & materials provided. Spring, summer and fall. Walking on uneven terrain required. Days and hours flexible.

#### **Monitoring Mallard Moms\*, \*\***

Good opportunity for a family project. Install and maintain duck hen houses, record observations from 5 visits about hen house and marsh conditions, and report findings to local Fish and Wildlife Service on the Prairie Wetlands Learning Center Facebook page. Training and materials provided. Spring and summer, hours flexible.

### Prairie Seed Harvester\*

Help hand-harvest ripe forb and grass seeds in summer and fall. Training and materials provided. Days and hours very flexible. Walking on uneven terrain required.

#### **Trail Steward\***

Walk PWLC trail monthly during spring, summer, and fall to identify obstacles, monitor conditions of trail signage, and check for vandalism. Report wildlife and plant observations, trail status, maintenance needs, and any unusual situations. Training is provided. Days and hours very flexible.

#### **Waterfowl Production Area Steward**

Monitor and inspect selected individual Waterfowl Production Area(s) in Douglas, Grant, Otter Tail or Wilkin Counties. Record gauge readings at water control structures and public use. Report wildlife and plant observations. Materials provided. Walking on uneven terrain required. Must be able to devote one day per month, mid-April to mid-November per WPA.

#### **Project BudBurst \*, \*\***

Be a citizen scientist! Choose a plant or plants at the PWLC or at a Waterfowl Production Area to observe periodically from early spring through autumn. Report observations about plant growth, changes and conditions. At least four observations are required. Training available. Hours & days flexible.



### **Water Control Structure Gauge Reader**

Record water level readings and monitor condition of water control structures in Douglas, Grant, and Otter Tail counties. Four to eight days per month needed on regular basis and after rain events. Report any problems. Materials provided.

## **Environmental Education**

### **Prairie Wetlands Reader**

Read nature stories aloud regularly to the same group of children, ages kindergarten through 5<sup>th</sup>-grade, at a school, shelter or Head Start. Conduct a simple activity related to the story. Hours and days are flexible, year-round.

### **Communications Assistant**

Help the Prairie Science Class get connected and noticed! Assist with the typing of PSC communications such as: weekly letters to parents, memos to be sent home, and updates for the PWLC web page. Computer skills required. Weekdays. Hours are flexible. Volunteer may work from home using e-mail.

## **Maintenance**

### **Maintenance Staff**

Assist in light maintenance tasks which may include sign and exhibit repair, painting, cleaning and carpentry, depending on the volunteer's skills. Also assist with field projects such as sign installation, repair and upkeep. Tools, materials and equipment provided. Weekly, weekdays, hours flexible. Must be 18+ to use power tools.

### **Grounds Keeper\***

Help maintain outdoor areas, roadsides and trails, including lawn mowing and picking up litter. Spring, summer and fall. Weekdays, hours flexible. Desire 8+ hours per month. Must be 18+ to mow grass.

### **Boundary Posting**

Visit waterfowl production areas in Douglas, Grant, Otter Tail and Wilkin counties and replace faded, bent, or vandalized signs and posts. Use air photos and record data. Hauling materials over rough and uneven terrain required. Report any problems observed. Materials and training provided. One 8-hour day per week needed during the field season.

## **Other**

### **Biological Data Entry**

Enter biological data collected by Wetland District staff on computer such as wetland plant surveys, results of noxious species control and other plant or animal surveys. Must be able to use a computer and sit for extended periods. Training and computer use are provided. Weekdays, 4-8 hours per month needed.

### **GIS Digitizing**

Assist Fergus Falls Wetland Management District staff in collecting and entering biological and habitat information into the Global Information System. Digitize land features, habitat data, noxious weed control information, private lands wetland restoration projects, etc. Weekdays, 2 or 3 hours twice monthly. Computer use and some training provided. Must have advanced computer skills including knowledge of Arc GIS 9.2 and Arc Map. Must be proficient at interpreting aerial photos. Ability to sit for extended periods needed.

### **Office / Clerical Aide**

Assist in the daily operations of the Fergus Falls Wetland Management District Office. Answer phone calls, respond to public inquiries, assist with photo copying, prepare mailings, some data processing, and other tasks. Training and materials provided. Any season. Weekdays, hours can be flexible. 20-30 total hours desired.

### **File Manager**

Review and organize Waterfowl Production Area management files for the Fergus Falls Wetland Management District. Weekdays: hours flexible. Any season. Training and materials provided. 20-30 hours total needed to complete project.

### **Public Relations Staff**

Assist the Prairie Wetlands Learning Center with press releases, flyers, public television shows and radio spots. Can work from home for most tasks. Work throughout the year. Computer experience required.

### **Display Booth Staff**

Staff portable displays at malls, sportsman's shows, fairs, and other indoor sites. Provide information to the general public about the Prairie Wetlands Learning Center and the Fergus Falls Wetland Management District. Generally during week-ends throughout the year by request. Dates and hours vary.

## **Cultural Resources**

### **Historian**

Catalog and maintain historic documents, photos, maps and artifacts. Conduct and transcribe oral histories. Prepare brief histories of important people, events and sites. Year-round, days and hours flexible.

### **You Can Make a Difference**

We are grateful to individuals who want to give back to their communities. Some want to be good stewards of the land and set examples for their children. Others are willing to share their wealth of knowledge with those who want to be involved in conservation. Come join us and get to know others who share your passion for the health of our environment.