



Ottawa National Wildlife Refuge

419-898-0014

<http://www.fws.gov/refuge/ottawa/>

Resource Management Volunteer Positions

Biology Assistant

Volunteers assist refuge biologists in performing bio-monitoring projects, conducting surveys, wildlife observation, specimen collection, plant species identification, classification and inventorying, and data entry. Experience in species identification and classification preferred. Good physical condition, the ability to work in all types of weather and general comfort with wildlife behavior is important. Position availability is subject to seasonal conditions.

Habitat Restoration Technician

Habitat restoration technicians help the USFWS restore native habitat at Ottawa National Wildlife Refuge Complex. Technicians work on field projects such as invasive species removal, seed collection, watering, planting, and restoration of refuge ecosystems. Mechanical and chemical restoration techniques are used for many projects. Good physical condition and the ability to work in all types of weather are position requirements.

Maintenance Assistant

Assistants will perform light to moderate maintenance work. Duties may include nature trail maintenance, light construction or carpentry, and general upkeep of refuge property including lawns. Volunteers will also assist with refuge sign installation and upkeep. Good physical condition and familiarity in using power tools is preferred. Positions are available year round.

GPS/GIS Technician

Technicians assist refuge staff with GIS digitizing, GPS data collection, and map making used to restore native habitat at Ottawa and Cedar Point National Wildlife Refuges. Some experience working with Arc GIS software and GIS programming is required.

Hunt Program Work Group

Volunteers help refuge staff with a diverse spectrum of tasks associated with the hunt program. Tasks may include the construction and maintenance of hunting blinds, parking lots, and refuge signage. Volunteers staff hunter check-in and assist on preview days. Work may also include community outreach to promote the refuge hunt program. Good physical condition, knowledge of state hunting laws, and familiarity using power tools is preferred. Early birds are encouraged to apply!

Administration Volunteer Positions

Office Assistant

Assistants will perform a variety of duties including general file maintenance, property inventory, program scheduling, letter mailings, brochure folding, etc. Work may include answering phones, checking email, and performing basic customer service tasks. An ability to communicate with a broad spectrum of people is essential for this position. Work is conducted indoors throughout the year.

Visitor Services Volunteer Positions

Visitor Services Assistant

Assistants will perform a variety of duties related to the overall administrative functions of the refuge public use program. Duties include staffing the visitor center front desk and bookstore and/or assisting with refuge special events. Volunteers answer phones, copy and fold brochures, facilitate bookstore sales, and provide visitors with basic refuge orientation and information. Volunteers are also responsible for taking and recording reservations for public interpretive programs and environmental education programs. Essential skills for this position include an ability to work independently, pay close attention to detail, and communicate with diverse visitors. Flexible work schedules are available.

Environmental Education Program Docent

Docents facilitate curriculum based environmental education programs for students in grades K – 12. Typical programs include a nature hike with lessons and activities on migratory birds and wetland conservation. Leadership, group management skills, and an interest in working with various age groups are important skills for this position. Good physical condition and the ability to work in all types of weather are required.

Recreation Program Docent

Recreation docents perform a variety of duties related to the refuge public use program. Program volunteers interact with visitors of all ages while conducting interpretive programs or assisting with special events. Recreation Program Docents facilitate public interpretive programs; including hikes, bike rides, bus tours, slide-shows, and restoration projects. Docents also rove trails to evaluate maintenance needs, assist with hunting and fishing programs, and monitor visitor safety. Leadership, group management skills, and an affinity for working with diverse audiences is required for this position. Good physical condition and the ability to work in all types of weather are required.

Media Specialist Assistant

Media Specialist Assistants aid refuge staff with public relations by monitoring media outlets, assisting with marketing, developing press releases, and writing newsletter articles. They establish and update contact lists and databases for news outlets, government officials, and other refuge partners. Assistants also photograph and document staff, volunteers, and visitors during refuge programs and events. They also photograph and document nature and wildlife on the refuge. Photography and videography skills are recommended for this position, but not required.

Community Outreach Assistant

Assistants build community support of U.S. Fish & Wildlife Service and Ottawa NWR Complex through representation at community events, conferences, career fairs, expos, festivals, and educational functions. They deliver public presentations to a wide range of audiences, and aid in the overall advocacy and advancement of refuge programs. They also staff open house and other special events at the refuge. Flexible availability is preferred for volunteers in this role.

**Additional opportunities to provide support for the refuge are available through our “Friends Group” Ottawa National Wildlife Refuge Association. Committee work specific to Fundraising/Resource Development, Membership and Outreach, and Bookstore Operations are available.*