

**Position Summary**  
**Laborer/Helper - LTE**  
**20-40 hours per week**

The Kickapoo Reserve Management Board (KRMB) is accepting applicants for Laborer/Helper vacancy. This is a Limited Term Employment (LTE) position and limited to 1,039 hours in 26 consecutive pay periods (1 year). This position is anticipated to work late May/early June through August. The hourly rate for this position varies depending on experience. This position will be 90% field work and 10% indoor work.

While limited term employment does not automatically lead to or enjoy the same benefits as permanent employment, these positions provide valuable work experience and an opportunity to explore different career options with the Kickapoo Valley Reserve.

**Job Duties:**

- Grounds keeping at Visitor Center: weeding, planting, mowing, sweeping, etc.
- Posting signs on Reserve perimeter boundaries and signing recreation trails.
- Garbage and recyclable pick up and sorting as necessary at trails, campsites, river access sites, roadsides, and common use areas.
- Assessing and assisting in repairing trail damage; provide support with new trail construction.
- Mowing and trimming camp areas and trailheads.
- Maintenance of river access sites; garbage removal and clearing mud from ramps; assisting with logjam clearing.
- Greeting, answering questions, and providing information to visitors of the Reserve.
- Set up and take down of equipment and supplies for special events and education programs.
- Distributing and collecting trail and camping permit information.
- Cleaning State vehicles; regular maintenance of tools, mowers, gear and equipment.
- Rehabilitation of priority areas on the Reserve:
  - Tasks may include piling brush/tops, controlling invasive species, bluff prairie restoration and site preparation for tree planting.

**Special Notes:**

Due to the nature of the position, Kickapoo Valley Reserve will conduct background checks on applicants prior to selection. Kickapoo Valley Reserve does not sponsor work visas. All persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form.

- Must be at least 18 years old, have a valid Wisconsin driver's license and meet the State's Minimum Driving Standards (copy available upon request).
- Selected candidates will be required to show proof of - or obtain - ATV Safety (available online) and Chainsaw Safety certifications; and/or attend Chainsaw Safety training.
- Some weekend work is required.
- Wisconsin residency is required for LTE positions.

**Qualified applicants will have:**

- Experience working in a team.
- Experience working with handheld tools and power tools.
- Experience using maps, compasses, and/or GPS.

**Well-qualified applicants will have:**

- Experience operating tractors, chainsaws, and mowing equipment.

**Knowledge, Skills, and Abilities include:**

- Physical ability to walk steep, rough, terrain with potentially thick vegetation.
- Ability to lift and carry 25-50 pounds with or without accommodation.
- Ability to work up to eight hours at a time out-doors and some weekend hours.
- Knowledge of the Kickapoo Valley Reserve property, mission, and current operations.

**How to Apply:**

Completed application forms are required for all applicants; cover letter and resume are optional. Send or deliver application materials to:

Kickapoo Valley Reserve Office  
S3661 State Road 131  
La Farge, WI, 54639

Electronic submissions of applications are accepted.

Questions can be directed to: Jason Leis, Executive Director by phone at (608) 625-2960 or email at [jason.leis@wisconsin.gov](mailto:jason.leis@wisconsin.gov).

Candidates familiar with the Kickapoo Valley Reserve property and enjoy working outdoors are encouraged to apply.

Kickapoo Valley Reserve is an Equal Opportunity and Affirmative Action employer seeking a diverse and talented workforce.