State Classification: **Laborer/Helper**
Limited Term Employee Position (LTE)
For the
Kickapoo Valley Reserve

The Kickapoo Reserve Management Board (KRMB) is seeking applicants to serve as Laborer/Helper for the Kickapoo Valley Reserve. This is a limited term position expected to run from May through September. The candidate will work 32-40 hours per week at an hourly rate of $8.00. The position does not include fringe benefits. The position will be 90% field work and 10% indoor work. Some weekend hours will be **required**.

Duties will include:

- Grounds keeping at Visitor Center: weeding, planting, mowing, sweeping, etc.
- posting signs on Reserve perimeter boundaries and signing recreation trails
- garbage pick up – trails, campsites and common use areas
- assessing and assisting in repairing trail damage
- mowing and trimming camp areas and trail-heads
- maintenance of river access sites; garbage removal and clearing mud from ramps; assist with logjam clearing
- removal and/or mowing of invasive weeds
- greeting, answering questions and providing information to visitors of the Reserve
- set up and take down of equipment and supplies associated with special events
- distributing and collecting trail and camping permit information
- Other tasks as assigned.

Qualifications include:

- knowledge of the Kickapoo Valley Reserve and current operations
- physical ability to walk steep, rough terrain with potentially thick vegetation
- ability to lift and carry 25 pounds while posting boundaries and working on trails
- willingness to work up to eight hours at a time out-of-doors; experience with tractor, chainsaw, and mowing equipment a plus
- ability to answer phone in a courteous and professional manner
- assist visitors with basic questions related to the Reserve and surrounding area
- 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).

Candidates familiar with the Kickapoo Valley Reserve property and at ease in working out-of-doors are encouraged to apply. The Executive Director for the KRMB will supervise the Laborer Helper. Applications must be received **by April 20, 2012 by 12:00 noon** at the Kickapoo Valley Reserve Office, S3661 Highway 131, La Farge, Wisconsin 54639. Electronic submissions of applications are accepted. Questions can be directed to: Fran Campbell, Executive Assistant (608) 625-2960; kickapoo.reserve@krm.state.wi.us.

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