

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. Multiple positions are available, and candidates are expected to be available for work May thru October. The candidates will work 20-40 hours per week at an hourly rate of \$10.00 starting salary. 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 assisting with:

- Flood recovery work on trails, river, campsites.
- 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 trail-heads
- maintenance of river access sites; garbage removal and clearing mud from ramps; assist 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 invasives, bluff prairie restoration and site preparation for tree planting.
- Other duties as assigned.

Qualifications include:

- Familiarity with the Kickapoo Valley Reserve property and ability to read a map and compass or GPS.
- physical ability to walk steep, rough terrain with potentially thick vegetation
- ability to lift and carry a minimum of 25 pounds
- enthusiasm to work up to eight hours at a time out-of-doors
- experience with tractor, chainsaw, and mowing equipment a plus
- willingness to assist visitors with basic questions related to the Reserve and surrounding area
- Must be at least 18 years old, have a valid Regular (Not Probationary) 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 hosted at the KVR date TBD

Candidates familiar with the Kickapoo Valley Reserve property and at ease in working out-of-doors are encouraged to apply. Completed application forms are required for all applicants; cover letter and resume are optional. Send or deliver application materials **by May 1, 2019** to the Kickapoo Valley Reserve Office, S3661 Highway 131, La Farge, WI. 54639. Electronic submissions of applications are accepted. Questions can be directed to: Marcy West, Executive Director (608) 625-2960; kickapoo.reserve@krm.state.wi.us.

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