

BAY BEACH WILDLIFE SANCTUARY

1660 East Shore Dr.
Green Bay, WI 54302
(920) 391-3675
FAX (920) 391-3679
www.baybeachwildlife.com



WILDLIFE SANCTUARY SITE INTERN TRAINEE

LOCATION: Bay Beach Wildlife Sanctuary is one of Wisconsin's most respected environmental education and rehabilitation facilities. It is a 600-acre urban wildlife refuge and the largest park in the City of Green Bay's Park, Recreations and Forestry Department system. The Sanctuary serves over 400,000 people of all ages per year from 14 foreign countries and 41 different states.

The Bay Beach Wildlife Sanctuary is home to one of the Wisconsin largest Rehabilitation programs in the state. In 2017 the Sanctuary rehabilitated over 5500 species of injured and orphaned Wildlife. The program has been the recipient of many awards for their work.

PURPOSE: We are looking for an enthusiastic, resourceful, innovative, detail-oriented student who is passionate about developing skills to become an environmentally responsible mentor to the community. Specifically, as it relates to Nature Center site maintenance of boardwalks, trails, planting areas and buildings. This position will experience the full scope of the WLS facilities department, working with staff and volunteer groups. This intern will additionally assist with programs, general operations and major projects as needed, giving the intern an overall view of what is involved with a Nature Centers operations and maintenance.

The Wildlife Sanctuary views today's interns as tomorrow's environmental leaders and strives to provide the kind of real-world experiences that will make each intern highly effective in their career.

SPONSORSHIP: The intern trainee program receives direct financial support from the Friends of the Wildlife Sanctuary (FOWLS). The Sanctuary is managed by the City of Green Bay Parks, Recreation and Forestry Department.

RESPONSIBLE TO: Under the direction of the Wildlife Sanctuary Director, this position will interface with all aspects of the Wildlife Sanctuary and will work with various staff as required the position is responsible to the Director.

DUTIES AND RESPONSIBILITIES: The intern will be regarded as a trainee. Their major responsibilities will include, but are not be limited to:

1. Work closely with the Director and Staff to maintain our buildings and grounds in an ecologically sustainable and safe way
2. Help maintain natural area and native landscaping
3. Construct, repair and maintain trails and boardwalks
4. Perform additional land restoration duties as assigned
5. Work with volunteer groups of various sizes and ages
6. Help maintain the greenhouse & tree nursery
7. Habitat protection and restoration within a public green space in a densely populated urban area.
8. Assist in the removal of invasive species, as well as, site preparation, propagation and planting of native plants
9. Erosion control, weeding and watering of previously planted areas
10. Report all accidents, incidents and unsafe conditions in a timely manner, as well as, record and communicate any difficult situations to the Wildlife Sanctuary Director and Ranger

11. Interface with multiple departments within the Wildlife Sanctuary to gain experience in overall organization's operations
12. Receive training in the following areas: Soft skills training (giving and receiving constructive feedback working in a team, interpersonal communication, etc), Hard skills training (local natural history, time management, etc.) Career guidance (resume building, interview practice, etc.)
13. Interns will also complete an "Intern Project" which will benefit the Wildlife Sanctuary to be completed prior to the last day of the student's internship
14. Develop and deliver a workshop or presentation to staff, volunteers and/or a community group as a culminating project near the end of the internship

QUALIFICATIONS:

- Applicant must have registered for classes at an accredited College, University or Technical College within the last 4 months. Preferred applicant will have a background in Horticulture, Botany, Landscaping or Natural Resources
- Valid driver's license. Must be at least 18 years old
- Proficient with hand tools, mowers and power tools
- Subject to modified/flexible work schedule, including some weekends, holiday and evenings hours
- Self-motivated with the ability to work independently
- Capacity to multitask, excellent written, verbal and interpersonal communications skills
- Must sign an electronic/media agreement, maintain confidentiality of sensitive and private information
- Dependable, reliable and team player with a collaborative working style
- Must pass a background check
- Physically able to stand, kneel or walk for extended period of time, lift up to 50 pounds and work outside in all types of weather conditions

NON-DISCRIMINATIONS POLICY: The Wildlife Sanctuary does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, income, ethnicity, sexual orientation, or marital or family status

CREDITS: Qualified candidates may obtain credits for this experience. They are advised to check their school regarding credit details.

BENEFITS: This is either a 40-hour per week, 14-week internship position. Ideally, the candidate will begin their internship starting in mid-May to early June. **The stipend is \$2800.00 for the position.**

TO APPLY: Send cover letter and resume to:
Deadline: May 11, 2018

Mike Reed, Director
Bay Beach Wildlife Sanctuary
1660 East Shore Drive
Green Bay, WI 54302
(920) 391-3675
mikere@greenbaywi.gov