

Heckrodt Wetland Reserve

Environmental Program Assistant L.T.E.

(June – August 2021)



1305 Plank Road

Menasha, WI

54952-0554

Phn: 920.720.9349

The Environmental Program Assistant L.T.E. (limited term employment) will join an experienced team of Naturalists who make learning come alive in the habitats of the Reserve. The educator will be responsible for assisting Heckrodt Wetland Reserve staff in all aspects of the environmental education programming. They will also play a role in the daily operations of the nature center.

Essential Job Duties & Responsibilities:

- ❖ Provide programming support (teaching and program prep) for the Education Team at Heckrodt Wetland Reserve. Programs supported include summer camps, childcare centers, public programs, and roving naturalist (offsite). Most hours will be used in June and July.
- ❖ Develop and teach “Nature Friends till Summers End” (1 free morning program a month).
- ❖ Assist in on-going maintenance of Heckrodt’s Honey Bee Project. LTE will aide in hive care and maintenance.
- ❖ Assist staff with the day-to-day nature center responsibilities and other duties as assigned.

Minimum Required Skills:

- ❖ Graduate in Environmental Education/Outdoor Education/Environmental Studies, or college student of sophomore status or higher
- ❖ Strong work ethic and enthusiasm for teaching youth
- ❖ Ability to develop and present environmental education programs (classroom experience applies)
- ❖ Experience with Microsoft Word, Publisher, and Excel
- ❖ Ability to lift 40 pounds and work in all weather conditions
- ❖ Ability to work flexible hours (possible evenings and weekends)

Compensation:

Stipend of \$10.00/hour up to a maximum of \$3500: 350 hours is anticipated. The L.T.E. period is June 1, 2021 through August 31, 2021. Hours not used by August 31, 2021 will be forfeited.

Application:

Interested candidates should submit a cover letter and resume, with references by February 5, 2021 by email (preferred) to lukes@heckrodtnaturecenter.org or by mail to the address below. Interviews will be scheduled the week of February 22, 2021.

Luke Schiller
Director of Education
Heckrodt Wetland Reserve
1305 Plank Road
Menasha, WI 54952

More information about Heckrodt Wetland Reserve can be found at our website: www.heckrodtnaturecenter.org.

