



Geneva Lake Environmental Agency

Village of Fontana - Village of Williams Bay - City of Lake Geneva - Town of Linn - Town of Walworth
Phone: 262.245.4532 Fax: 262.245.4533 Email: info@gleawi.org Website: www.gleawi.org
105 N Elkhorn Rd., P.O. Box 914, Williams Bay, WI 53191

Position Title: Lake Manager Intern

Location: Geneva Lake Environmental Agency, Williams Bay, Wisconsin

Position Type: Internship

Job Summary:

The Geneva Lake Environmental Agency is seeking a motivated and enthusiastic individual to join our team as an Environmental Intern. The selected candidate will assist in various tasks related to the preservation and conservation of native aquatic plants, fish species, and aquatic macroinvertebrates in Geneva Lake and its surrounding areas. This position offers an excellent opportunity for hands-on experience in environmental conservation and management.

Key Responsibilities:

Assist in conducting surveys and assessments of aquatic plants, fish species, and aquatic macroinvertebrates.

Collect field data and samples as directed.

Assist in the maintenance of equipment and facilities used for fieldwork and research.

Collaborate with team members to analyze data and prepare reports on findings.

Participate in educational and outreach activities aimed at raising awareness about environmental conservation.

Perform other duties as assigned by supervisors.

Job Requirements:

Currently enrolled as a Junior or Senior in college, majoring in Environmental Science, Biology, Ecology, or related field.

Clean driving record with a valid driver's license and access to a reliable vehicle.

Wisconsin Department of Natural Resources Boater Safety Certification, or willingness to obtain.

Proficiency in Microsoft Office Suites.

Experience in social media management preferred.

Previous supervisor experience is desirable.

Ability to work outdoors in all weather conditions.

Capable of walking at least a mile carrying up to 40 pounds on uneven surfaces.

Proficient swimmer.

Ability to work independently as well as in a team environment.

Schedule and Compensation:

Pay: \$14.00-\$16.00 per hour

Hours: Monday through Friday, typically 8:30 am to 5:00 pm

Weekend and evening work may be required as needed.

Please note that the Agency currently does not offer housing or a housing stipend. Please be aware that housing can be expensive due to the agency's location.

Application Process:

This job listing is posted on Linked In, Conservation Job Board, indeed, Zip Recruiter, Handshake, and our website. Please indicate how you found out about the position.

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position and unofficial transcripts to Jacob Schmidt, Executive Director, at info@gleawi.org.

Applications will be accepted until April 1, 2024. The anticipated start date is Monday, May 20, 2024.

The Geneva Lake Environmental Agency is an equal-opportunity employer and encourages individuals from diverse backgrounds to apply.