



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 Environment 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 lake, river, lagoon 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, including teaching at various summer camps, farmer's markets, etc.
- Perform other duties as assigned by supervisors.

Job Requirements:

- Enrolled in college as a freshman or sophomore, majoring in Environmental Science, Biology, Ecology, or related field. Living within an hour of Williams Bay, WI; preferred but not required.
- Ability to work at least **2 summers** with GLEA; we would train someone this summer and then have them take the lead internship position during the following summer(s).
- 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.
- Previous experience working with children ages 5-12 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 depending on experience.

Hours: Monday through Friday, typically 8:30 am to 4:30 pm (generally).

Weekend and evening work may be required (currently has been about twice during the season).

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:

Interested candidates should submit:

- How you found out about the position
- A resume
- Cover letter detailing qualifications and interest in the position
- Unofficial transcripts

Email all of the items above to director@gleawi.org. **Applications will be accepted until March 6, 2026.**
The anticipated start date is Monday, May 20, 2026.

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