



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON



**Position Title:** Conservation and Education Specialist

**Position Service Site:** Upham Woods Outdoor Learning Center (Wisconsin Dells, WI)

**Service Time:** September 6, 2022 – July 21, 2023 (1,700 Hour AmeriCorps Term) (46 weeks) (40 hours per week)

**Benefits:** Living stipend total for whole term = \$23,000 (\$500 per week), Education Award = \$6,495.00 upon successful completion of service.

Onsite housing available.

Food is provided when a group is on site.

**OVERVIEW:** Operating since 1941, Upham Woods is a model residential outdoor learning center, managed by the University of Wisconsin – Madison Division of Extension. The center sits on a prime location on the Wisconsin River, two miles north of the Wisconsin Dells, offering an excellent “river classroom” to study both the natural and cultural history of Wisconsin. The center rests on 318 total acres of forested land, including a 210-acre island called “Blackhawk Island.” The facility consists of 14 buildings including a fully equipped nature center and a raptor enclosure housing an educational bird of prey. The center supplies lodging for 200 people, meals, and outdoor education year-round for youth and youth leaders, including environmental lesson plans, summer camp programming, leadership workshops and other conferences.

**SERVICE DESCRIPTION:** Upham Woods’ Conservation and Education Specialists will lead environmental lessons and serve as land stewards of Blackhawk Island. The Individual Placement will aim to provide a safe and welcoming environment for all groups they encounter. This is a unique and varied position with the opportunity to gain many skills.

#### **RESPONSIBILITIES:**

##### *Education*

- Teach environmental and outdoor education programming to school and community groups and participate in public/community outreach both on and off-site.
- Care, training, and presentation of live animals including reptiles and a raptor.
- Program design, development, implementation, and evaluation for grant funded and general programs to improve and expand program offerings to new and returning audiences

##### *Community Engagement*

- Serve as liaison (main point of contact) for visiting groups including on call status\*
- Reporting and record keeping of participant demographics, goals and outcomes to comply with federal requirements
- Establish and maintain relationships with local community groups
- After ~6 months, mentor new seasonal staff, including assisting in staff trainings on programming and liaisonship responsibilities
- Create public facing communications, including but not limited to social media, newsletter, event marketing, and assist with fundraising efforts for specific program events
- Work with the Facility and Operations Manager to administer the Paddle Pass program during the summer months, recording and issuing Paddle Passes per program guidelines

\*On call status refers to liaisonships extending overnight, where a cell phone is left on in case of emergency contact from the visiting group.

#### *Conservation*

- Support conservation projects by preparing necessary tools, safety equipment, and project materials for use on conservation project days
- Evaluate and maintain existing Outpost Program camping equipment including tents, cooking equipment, canoes, paddles, and personal floatation devices
- Maintain trail tools including Mcleods, shovels, saws, pickaxes, loppers, and rakes
- Under supervision of the Facility and Operations Manager, perform trail work related tasks such as trail repair, new trail construction, and trail reroutes.
- Perform invasive vegetative species removal
- Complete facility maintenance projects including painting, minor cleaning, as needed.

#### **HOUSING AND FOOD:**

- Upham Woods provides onsite housing in the duplex. Room assignments can be an individual or shared bedroom, shared bathroom, and shared common areas (kitchen, living room, laundry facilities).
- Assignments are subject to change over the course of the year. Room assignments are made at the discretion of Upham Woods administrative staff.
- A check-in/check-out procedure will be utilized for housing. Occupants may be charged for damages that exceed normal wear and tear to duplex facilities.
- Food will be provided at no cost to staff whenever a group is on site utilizing food service. Other meals are the responsibility of the WisCorps member. A kitchen stocked with appliances and cooking utensils is available for cooking and food storage.

#### **TRAININGS OFFERED:**

- First Aid/CPR/AED (Basic Life Support)
- Lifeguard
- Professional development offered through the UW-Madison Extension, including supporting youth mental health, All Colleague Conference, etc.
- Wisconsin Association for Environmental Education (WAEE) Fall Conference

#### **QUALIFICATIONS:**

- Minimum age requirement is 18 years old

- Able to perform duties in inclement weather
- Enthusiastic, creative and flexible
- Outdoor recreation, paddling experience (canoe/kayak), and outdoor education experience is a plus
- Teaching license, college degree, and/or other education-related or natural resource management certifications (chainsaw certification) are a plus

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at 608-782-2494, by email at [staff@wiscorps.org](mailto:staff@wiscorps.org) or Wisconsin Relay 711.*