

Position Summary

Office Associate - LTE Up to 32 hours per week

The Kickapoo Reserve Management Board (KRMB) is accepting applications for an Office Associate vacancy. This is a Limited Term Employment position limited to 1,039 hours in 26 consecutive pay periods (1 year). This position may work up to 40 hours per week from May through September. The starting hourly rate for this position will be \$10.00 per hour. The position will be approximately 5% field work and 95% office work.

While limited term employment does not automatically lead to or enjoy the same benefits as permanent employment, these positions provide valuable work experience and an opportunity to explore different career options with the Kickapoo Valley Reserve.

The Kickapoo Valley Reserve Visitor Center is open to the public seven days a week from Memorial Day weekend through October.

Job Duties:

- Greeting, answering questions, and providing information to visitors of the Reserve and Visitor Center
- Registering campers and issuing visitor permits
- Answering phones, assisting with mail tasks, and assembling information
- Distributing and collecting trail and camping permit information
- Sale of Friends of KVR and Reserve merchandise via cash, check, or credit card
- Assist with processing cash and check payments received through permits, sales and events
- Performing routine office tasks such as filing, running copies, stocking brochures, data entry, preparing materials for mailing, inventorying supplies and merchandise, cleaning office equipment, organizing storage sites, stocking restroom supplies, and neaten break room as needed
- Assist with maintaining Visitor Center library and picture archives, digital photo storage online and in house
- Assist with setting up, hosting, and cleanup for events and education classes held at the Visitor Center
- Serve as exhibit tour guide when needed

Special Notes:

Due to the nature of the position, Kickapoo Valley Reserve will conduct background checks on applicants prior to selection. Kickapoo Valley Reserve does not sponsor work visas. All persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form.

- Must be at least 18 years old, have a valid Wisconsin driver's license and meet the State's Minimum Driving Standards (copy available upon request).
- Wisconsin residency is required for LTE positions.
- Weekend work and some evening hours are required.

Qualified applicants will have:

- Strong organizational and oral and written communication skills
- Experience working with Microsoft Office products (Excel, Word, Outlook, Access)
- Experience with social media and website maintenance
- Exceptional customer service skills

How to Apply:

Completed application forms are required for all applicants; cover letter and resume are optional. Send or deliver application materials to:

Kickapoo Valley Reserve Office
S3661 Highway 131
La Farge, WI. 54639.

Electronic submissions of applications are accepted. **The deadline to apply is March 31, 2021**

Questions can be directed to: Erica Cronk, Executive Assistant, by phone at (608) 625-2960 or email at kickapoo.reserve@krm.state.wi.us.

Candidates familiar with the Kickapoo Valley Reserve property and enjoy working out-doors are encouraged to apply.

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Kickapoo Valley Reserve is an Equal Opportunity and Affirmation Action employer seeking a diverse and talented workforce.