

**OUTREACH POSITION AVAILABLE
(TEMPORARY WILDLIFE ASSISTANT)
Michigan Department of Natural Resources
Wildlife Division, Planning and Adaptation Section, in Partnership with
Parks and Recreation Division & Fisheries Division
Invasive Species Program & Summer Youth Employment Program**

Posting Date: March 8, 2016

Deadline for Response: 11 p.m. Monday, March 21, 2016

Location: Lansing Area (Lansing Customer Service Center, 4166 Legacy Parkway, Lansing, MI, or Constitution Hall, 525 W. Allegan, Lansing MI)

Employment Dates: May, 2016 – September, 2016; not to exceed 719 hours

Number of Positions: 1

Work Hours: Monday-Friday, with potential work on weekends; hours and schedule flexible; 40 hours/week

Pay Rate: \$16.08 per hour



Brief Job Description:

The Michigan Department of Natural Resources (DNR) is seeking a candidate to work with multiple DNR Divisions, including Parks and Recreation, Wildlife, and Fisheries, to assist in the implementation of the Summer Youth Employment Program (SYEP). The SYEP provides opportunities for inner city youth (16-19 years old) to learn more about Michigan's natural resources and related career paths while receiving monetary compensation for assigned work duties. Program participants come from inner city schools in Detroit, Pontiac, Flint, and Saginaw, and planned work sites will be located within 25 miles of these cities. Commute to these locations using state-owned vehicles will be an aspect of a typical work week. The successful candidate will work as a liaison between DNR Divisions and various SYEP staff to coordinate work locations and site visits, supply materials, and assist with other functions and needs necessary to the successful operation of the program. The successful candidate will assist in data collection, management, and reporting related to program activities. Some projects include the delivery of outreach messaging and materials to boaters and anglers at boating access sites to help prevent the spread of aquatic invasive species (AIS). Other projects involve AIS removal, especially invasive aquatic plants. Some knowledge of AIS is helpful, but not required. The successful candidate will need strong communication skills to successfully coordinate with a variety of SYEP staff, and to work with youth as needed.

The DNR is seeking a self-directed, responsible, and highly motivated individual with the ability to work independent of supervision. The successful applicant must be able to communicate effectively with co-workers and the public in a professional manner, have strong organizational and computer skills, and have a background or interest in natural resource management. Opportunities to assist with other DNR activities are likely.

Selection Criteria:

Required

- Education: A high school diploma or GED certificate
- Possess a valid driver's license

Desired

- Education: Possession of or working toward a degree in Wildlife Management, Botany, Ecology, or a related natural resource field
- Ability to work and solve problems independent of supervisors
- Ability to communicate well with co-workers and the public
- Demonstrated experience working with youth in an educational or natural resource environment
- Knowledge of aquatic invasive species
- Knowledge or experience related to wildlife or DNR programs
- Experience with general office work, including basic computer knowledge, data entry, filing and organizing paperwork, scheduling, reporting daily activities, preparing written reports or materials, and developing communication and outreach products
- Leadership experience

Screening Criteria:

- Possess a high school diploma or GED certificate
- Possession of or working toward a degree in Wildlife Management, Botany, Ecology, or a related natural resource field
- Possess a valid driver's license
- Experience with data collection, record keeping, data entry and management
- Experience interacting with the public
- Experience working for any wildlife or natural resources related agency

How to Apply

Submit a cover letter, resume with 4 references, and completed [MDNR employment application](#) (Form PR-7123) to the Department of Natural Resources, Wildlife Division, P.O. Box 30444, 525 W. Allegan, Lansing, MI 48909-7944, ATTENTION: Jason Lyons, or email application and resume to LyonsJ4@michigan.gov by 11 p.m. on Monday March 21, 2016. Electronic submissions preferred.

DNR application can be found at the following web site:

http://www.michigan.gov/documents/dnr/PR7123e_DNR_NON-CAREER_EMPLOYMENT_APPLICATION_423655_7.dotx

If you have any questions, please call Christina Haska Baugher at (517) 284-5835

Note: Civil Service Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to official offer of employment.

The Department of Natural Resources is an equal opportunity employer.