



## SUMMER INTERNSHIP WATERSHED SUPPORT INTERN

The Green Lake Association is pleased to announce a summer internship opportunity for a Watershed Support Intern. This individual will participate in field work, data management, invasive species prevention efforts, community education, and other tasks as needed. This is a limited term employment position that will run approximately from the end of May until the end of August 2025; flexibility regarding school schedules will be considered. This position will report to the Assistant Director.

### **ABOUT THE GREEN LAKE ASSOCIATION**

The Green Lake Association is an environmental non-profit safeguarding Big Green Lake, Wisconsin's deepest natural inland lake. This small, committed organization is tackling the greatest water quality challenge of our time to protect the lake our community depends on. Through phosphorus reduction and aquatic invasive species mitigation, the Green Lake Association is building a healthy, resilient watershed that creates a clean, restored Green Lake for years to come.

### **ROLES & RESPONSIBILITIES**

The Watershed Support Intern assists with various watershed activities, involving a combination of field and office related work. This role will primarily report to the Assistant Director and may assist other GLA staff members as needed. This position may occasionally require working evenings and weekends, with advanced notice.

The following responsibilities are normal for this position, though these are not exclusive or all-inclusive. Other duties may be required as directed by the Assistant Director.

### **Field Work, Water Quality Sampling & Reporting (30%)**

- Assist the Watershed Engagement Coordinator in coordinating the Clean Boats Clean Waters (CBCW) Watercraft Educators, including monthly collection of data sheets and boat launch check-ins.
- Complete CBCW and Water Action Volunteer (WAV) training.
- Help stock and monitor the Aquatic Invasive Species (AIS) tool boards at Green Lake's public launches.
- Support the weekly collection and analysis of blue-green algae samples using a BloomOptix microscope.

- Assist with monthly nutrient monitoring at three stream locations, as well as biweekly and monthly sampling for the United States Geological Survey (USGS) stream monitoring program.
- Provide additional support for fieldwork and sampling as needed.

#### **Data Management and Analysis (15%)**

- Enter volunteer hours into the donor database to help track engagement.
- Assist in analyzing data from citizen science programs and collaborate with GLA staff to create clear, impactful data visualizations that highlight program outcomes.

#### **Community Education (30%)**

- Play a key role in supporting the Watershed Education Program by assisting with logistics for Lake Class experiences and other educator workshops.
- Work alongside the Watershed Engagement Coordinator to enhance a resource library that complements lesson plans and supports educators in the Watershed Education Program.

#### **Community Impact Project (20%)**

- Lead a special summer project designed to create a lasting impact in the community that aligns with GLA's strategic goals. Project topics can be discussed during the interview process to reflect GLA's 2025 goals and the candidate's interests.

#### **Other Tasks (5%)**

- Support the preparation of two key summer events, which may include pre-event and day-of tasks.

#### **MINIMUM QUALIFICATIONS**

- Pursuing higher education in biology, environmental science, education, or related field.
- Proficiency in Microsoft Office and/or Google Docs.
- Ability to work independently and collaborate as a team.
- Ability to work outdoors.
- Excellent communication skills.
- Comfortable with public speaking.
- Ability to manage multiple projects at once.
- Attention to detail and ability to see a task/project all the way through to completion.
- Passionate about environmental education, community outreach, and protecting natural resources.
- Access to reliable transportation; mileage will be reimbursed.

In evaluating candidates for this position, the GLA may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the position, as stated in Roles and Responsibilities.

#### **BENEFITS & OFFICE ENVIRONMENT**

This is a full-time opportunity over 14 weeks with a stipend totaling \$8,400; stipends will be prorated based on internship length. The internship includes mileage reimbursement if the use of a personal vehicle is needed for job-related activities.

The office is located inside Town Square, a community center in the heart of downtown Green Lake, WI.

### **APPLICATION PROCESS**

These positions were posted on December 20, 2024 and will remain open until filled. To apply, send the following materials to Taylor Haag, Assistant Director, at [taylor@greenlakeassociation.org](mailto:taylor@greenlakeassociation.org):

1. A cover letter that describes why you are interested and qualified for the position.
2. A resume that summarizes relevant education and experience.

Applications will be acknowledged and reviewed when submitted. Interviews with the most qualified candidates will be scheduled on a mutually convenient date. Three references will be requested from top candidates.