



MacKenzie Center
W7303 County Highway CS
Poynette WI 53955



DNRMacKenzieCenter@wisconsin.gov
search 'MacKenzie' at dnr.wi.gov
608.635.8105



POSITION DESCRIPTION

Facilities and Grounds Internship

The MacKenzie Center, just 25 miles north of Madison, is a diverse environmental education and outdoor skills center with a remarkable conservation history. With interpretive trails, exhibits, museums and programming available for school and youth groups, MacKenzie is a wonderful place to visit and learn about the natural world.

Position Summary:

The MacKenzie Center is looking for a hardworking and flexible intern to assist with facilities, grounds, and overall operations of the center. In addition to helping with daily operations, the intern will actively participate in special events and projects, learn about preventative maintenance, plumbing, electrical, HVAC, trail upkeep, invasive control. This position works under the immediate direction of the Facility and Grounds Lead, and is supervised by the MacKenzie Center Director. This position represents and supports the rules, policies, missions, and practices of the Wisconsin Department of Natural Resources. *If a special project is needed to complete internship credit, we are happy to work out those details based on interest.*

Intern Duties:

- Help with plumbing, electrical, and HVAC repairs
- Participate in property development projects
- Develop signage and maps
- Assist with mowing and trimming grounds
- Maintain trails, picnic areas, and roadways

Qualifications:

- High School diploma or equivalent
- Interest in park operations
- Ability to organize time and work independently, follow directions and complete tasks in an effective manner
- Experience with computers
- Excellent communication skills and ability to work well with people
- Appreciation for conservation and ecological sustainability
- Ability to work outdoors in a variety of weather conditions
- Familiarity with basic concepts of plumbing, electrical, and HVAC

Compensation:

- This is an unpaid internship and housing is not provided
- Learn from facilities and grounds team
- Gain experience operating a diverse property

Time Commitment:

- Approximately 24 hours per week for 12 weeks, (Fall, Winter, Spring, or Summer) with option to extend

How to apply:

- Please submit cover letter and resume to dnrmackenziecenter@wisconsin.gov
Subject line: Facilities and Grounds Internship
- Include relevant course work in letter
- Applications deadline: rolling
- Qualified applicants will be contacted for an interview

Fall, winter/spring and summer internships are available. The Wisconsin Department of Natural Resources is committed to providing equal employment opportunity to all job applicants and employees. Women and minorities are encouraged to apply.