



Now Hiring WisCorps AmeriCorps Position



Position Title:	Myrick Park Center Assistant
Position Type:	1700 Hour AmeriCorps Service, Full-time
Position Dates:	Start date: September 7, 2021 End date: July 15, 2022
Location:	Myrick Park Center, La Crosse, WI
Benefits:	Living stipend, training, health coverage & childcare assistance if eligible, Education Award upon successful completion of service, opportunity for loan forbearance and other fringe benefits as available
To Apply:	Click here to apply. When the application asks which program you are applying for, select "Community Enrichment (AmeriCorps Individual Placements at WisCorps or other Organizations)"

Position Overview:

The Myrick Park Center Assistant will be an individual that is a flexible self-starter interested in taking on new and unique challenges each day. The primary role of this individual is commitment to successful daily operation of the Myrick Park Center (MPC). This position will educate the public on local natural resources, assist the public with their visit to the MPC nature center, answering any potential visitor questions, engaging with the public, students, facility reservations, volunteers, and facility staff in the daily operation of MPC. This position will assist in designing and creating publicity for programs, events, and the Myrick Park Center. In addition to engaging directly with visitors, the MPC Assistant will work on behind-the-scenes projects that contribute to a positive experience for visitors. Candidates must have excellent communication skills and be willing to work hard to ensure that each interaction at Myrick Park Center is a success.

This position primarily works Monday – Friday 8am-4pm with some nights and weekends.

About WisCorps:

WisCorps is a 501(c)(3) non-profit conservation corps that provides a valuable service to local communities and the environment by engaging youth and young adults in direct conservation projects on public lands across the state of Wisconsin and the Upper Midwest

Skills & Qualifications:

- Experience or interest in event management and public relations
- Excellent customer service skills and professional demeanor
- Comfortable problem-solving in a dynamic environment
- Excellent verbal and written communication skills; Aptitude for understanding when and how to provide effective communication in a professional manner
- Highly self-motivated, hardworking, confident, autonomous



- Has a sense of humor, able to think creatively outside of the box
- Willingness to accept constructive criticism
- Dependable; able to fulfill commitment to term of service
- Good driving record and a valid driver's license
- Ready to undergo a criminal background check
- Believes in the WisCorps mission and is willing to implement WisCorps policies and procedures

Position Responsibilities:

Programming:

- Provide coordination and support to scheduled programs and events
- Design and facilitate program and event evaluations and data collection
- Develop nature center layouts, exhibits, and displays

MPC Operations:

- Deliver excellent customer service as first-line contact for Myrick Park Center, programs, and events
- Active role in coordinating Myrick Park Center daily operations
- Assist with facility and maintenance for programs and events
- Ensure Myrick Park Center policies and safety procedures are followed

Marketing:

- Design marketing materials
- Create publicity for WisCorps environmental education, volunteer opportunities, & Myrick Park Center
- Assist with website and social media to promote programs, events, and Myrick Park Center

Financial Management:

- Use general budgetary and financial policies and procedures to assess feasibility of programs, events, and Myrick Park Center exhibits and operation
- Purchase equipment for programs and Myrick Park Center

Volunteer Recruitment & Supervision:

- Assist with recruitment, background checks, training, and evaluation of Myrick Park Center volunteers and MPC staff
- Engage with volunteers and staff in their daily routines at Myrick Park Center.
- Assist with supervision of volunteers and MPC staff

Apply:

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Contact us with Questions:

Tammy Schmitz, Myrick Park Center General Manager, tammy.schmitz@wiscorps.org

Matt Gaworski, AmeriCorps Manager, matt.gaworski@wiscorps.org

Thank you for your interest in this position. Qualified applicants will be considered for employment without regard to race, color, sexual orientation, national origin, age, ethnic identity, disability, handicap, marital status or veteran status.

