



**Position Title:** Biology Program Assistant

**Position Service Site:** Necedah National Wildlife Refuge

**Service Time:** April 20 – August 29, 2026 (675-hour AmeriCorps term, 19 weeks total, 40 Hours/week).

**Benefits:** Living stipend for the entire term equals \$9,500 (\$500/wk). An AmeriCorps Education Award of approximately \$2,800 will be issued upon successful completion of service. A \$175 WisCorps boot reimbursement benefit is available.

*Onsite shared **housing** is provided. Members should be prepared to live communally with 1-2 other people and must inform staff of any housing preferences or required accommodations.*

**OVERVIEW:** Necedah National Wildlife Refuge is located in northern Juneau County, Wisconsin. Once part of Glacial Lake Wisconsin, the Refuge is made up of an ancient, exposed lakebed where shallow surface water streams life into historic oak savannas and sand prairies. After seeing its importance for migratory birds, Franklin D. Roosevelt set aside the Refuge in 1939 to protect breeding and resident wildlife and for generations of people to enjoy. Necedah National Wildlife Refuge is a diverse ecosystem including open tallgrass prairies, sprawling savannas, oak-pine barrens, upland mixed forests, and numerous wetland types including sedge meadows. The Refuge is home to more than 230 bird species including whooping cranes, red-headed woodpeckers, golden-winged warblers, and bobolinks. It is also home to black bears, gray wolves, American badgers, boghaunter dragonflies, Blanding's turtles and many more plants and animals. For more information, please visit [Necedah National Wildlife Refuge | U.S. Fish & Wildlife Service](#).

The mission of the U.S. Fish and Wildlife Service is *working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people*. We are a leader and trusted partner in fish and wildlife conservation known for our scientific excellence, stewardship of lands and natural resources, dedicated professionals, and commitment to public service.

**SERVICE DESCRIPTION:** The Biology Program Assistant will support the biology program by completing habitat and wildlife management tasks throughout the Refuge as assigned. Duties will include habitat monitoring, invasive plant control, woody vegetation removal, mapping of habitat management efforts, vegetation surveys, wildlife surveys, field data collection, water level monitoring and associated maintenance, visitor services, and environmental education. The Assistant will spend 90% of their time in the field and 10% of their time in the office. Service will take place Monday through Friday from 7:30 am to 4:00 pm with a half hour lunch at midday. In the field, lunch or other breaks may not be at scheduled times, but when convenient to accomplish work objectives. Some work outside regular scheduled hours, particularly during critical seasons of the year, may be required. This may include starting before daylight, working into the late afternoon and/or evening, or a portion of a weekend.

#### **RESPONSIBILITIES:**

- Participate in habitat management and monitoring throughout the Refuge, including invasive plant control and mapping, mechanical treatment of woody vegetation, and vegetation surveys.
- Assist with Blanding's turtle surveys and associated trapping efforts.
- Assist with monitoring for whooping cranes throughout the Refuge.
- Assist with wildlife surveys and field data collection for Karner blue butterfly, red-headed woodpecker, American woodcock, smooth greensnake, and bumblebees.
- Conduct water level monitoring and complete associated management actions.
- Operate and maintain brush cutters, herbicide applicators, mowers, hand tools, and UTV.
- Maintain accurate and detailed field records and enter data promptly and accurately.
- Keep supervisor informed of supply and equipment needs and of any problems that arise.
- Assist with Refuge public outreach including visitor contact and environmental education.

## HOUSING:

- Refuge bunkhouse is located ¾ mile from the headquarters building.
- Occupants are assigned a bedroom. Likely private but possibly shared if need necessitates.
- There is a shared living room, fully equipped kitchen, two bathrooms, and laundry facilities.
- A check-in/check-out procedure is required at the beginning and end of the term.
- Occupants are charged for damages exceeding regular facility wear and tear.
- The bunkhouse is located 20 miles from Tomah, WI which has a grocery store, hospital, and other amenities.

## TRAININGS OFFERED:

- Skills and expertise in several aspects of wildlife biology
- UTV Operation and Safety
- Wilderness First Aid Certification
- Guidance on developing strong application packages for Federal jobs

## QUALIFICATIONS:

- Minimum age requirement is 20 years old
- A citizen of the United States, a United States national, or a legal permanent resident of the United States
- Must possess a valid driver's license
- Must possess a basic understanding of natural sciences and comfortability capturing and handling animals
- Ability to work independently and as a part of small teams to complete assigned tasks
- Able to walk long distances over rough, wet, uneven surfaces, and wade through water up to chest deep
- Willingness to take initiative and make decisions resulting in safe and effective outcomes
- Excellent written and oral communication skills, attention to detail, and an ability to record reliable field data
- Ability to be flexible, multitask, and maintain a positive attitude through challenges and uncomfortable weather
- Ability and willingness to work long, variable hours in hot, humid, rainy, windy, and smoky conditions in the presence of biting and stinging insects, ticks, thorny and poisonous plants, and venomous snakes (rare)
- Ability and willingness to work in proximity of gas engines and herbicide
- Able to complete strenuous physical tasks involving bending, climbing, stretching, crouching, carrying, stooping, and lifting items up to 50 pounds.
- Hand dexterity and coordination sufficient for precise work, delicate adjustments, and exact measurements
- Familiarity with Microsoft Office software is required
- Basic GPS and GIS skills are preferred
- Some formal education in wildlife biology, ecology, management or conservation science is preferred
- Some experience conducting biological surveys, wildlife monitoring, invasive plant identification and management, capturing and handling animals is preferred
- Ability to perform the essential duties of the position with or without reasonable accommodation
- Upon hire, a criminal background check will be conducted. Service with WisCorps will be considered probationary until all results are returned and have been reviewed

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at 608-782-2494, by email at [staff@wiscorps.org](mailto:staff@wiscorps.org) or dial Wisconsin Relay 711.*