

# Heckrodt Wetland Reserve

## Environmental Education Assistant L.T.E.

(May 26–August 28<sup>th</sup>, 2026)



1305 Plank Road  
Menasha, WI  
54952-0554  
Phn: 920.720.9349

The Environmental Education Assistant L.T.E. (limited term employment) will join an experienced team of Naturalists who make learning come alive in the habitats of the Reserve. The educator will be responsible for assisting Heckrodt Wetland Reserve staff in all aspects of the environmental education programming. They will also play a role in the daily operations of the nature center.

### Essential Job Duties & Responsibilities:

1. Provide programming support (teaching and program prep) for the Education Team at Heckrodt Wetland Reserve. Programs supported include school groups, summer camps, childcare centers, public programs, and roving naturalist (offsite).
2. Develop and teach “Nature Friends till Summers End” (1 free morning program a month).
3. Assist with the Conservation Crew High School Service Camp in July.
4. Assist staff with the day-to-day nature center responsibilities and other duties as assigned.

### Minimum Required Skills:

- ❖ Graduate or college student (sophomore status or higher) in Environmental Education/Outdoor Education/Environmental Studies/Education.
- ❖ Strong work ethic and enthusiasm for teaching youth
- ❖ Ability to develop and present environmental education programs (classroom experience applies)
- ❖ Experience with Microsoft Suite, Canva, and Teams
- ❖ Ability to lift 40 pounds, and work in all weather conditions.
- ❖ Duties of this job, the employee may be regularly required to stand, kneel, stoop, ride a bike, and hike daily.
- ❖ Ability to work flexible hours (some evenings and weekends)

### Compensation:

\$11.00/hour up to a maximum of \$5,500: 500 hours is anticipated. The L.T.E. period is May 26, 2026, through August 28, 2026. Hours not used by August 28, 2026, will be forfeited.

### Application:

Interested candidates should submit a cover letter and resume, with references by March 10<sup>th</sup>, 2026, by email (preferred) to [andrea@heckrodtnaturecenter.org](mailto:andrea@heckrodtnaturecenter.org) or by mail to the address below. Interviews will be scheduled the weeks of March 24<sup>th</sup> thru 27<sup>th</sup>.

Andrea Bierbrauer  
Naturalist/Early Childhood Program Manager  
Heckrodt Wetland Reserve  
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Menasha, WI 54952

More information about Heckrodt Wetland Reserve can be found at our website: [www.heckrodtnaturecenter.org](http://www.heckrodtnaturecenter.org).

