

## Schmeeckle Reserve/Green Circle Trail Recreation Coordinator

This position coordinates research and operations related to the recreational use of Schmeckle Reserve and the Green Circle Trail. It provides valuable experience in monitoring and analyzing recreational trail data, presenting and communicating research results, managing outdoor equipment rentals, and planning and implementing trail-related projects. The data assists in management operations and fundraising efforts.

### Duties:

- Planning, installation, and calibration of visitor and bicycle counting devices.
- Maintenance of and bi-weekly data collection from trail counters (5 counters in Schmeckle Reserve, 6 counters on the Green Circle Trail)
- Analysis and reporting of data using TRAFx DataNet, Microsoft Excel, PowerPoint, and other software programs.
- Monitoring Schmeckle trail system and Green Circle Trail for maintenance issues.
- Planning and development of trail-related projects, such as trail construction, hazard management, surface maintenance, and signage.
- Management and coordination of the outdoor equipment rental operation housed at Schmeckle.
- Provide information to the public on outdoor recreation opportunities in central Wisconsin.
- Participation in weekly Schmeckle Reserve supervisor meetings.
- Presenting data at quarterly Green Circle Board Meetings.
- Other duties as assigned by the Schmeckle Reserve director and Green Circle Board.

### Internship Project (optional):

- This position can be taken as an academic internship. If taken as an internship, the intern will plan and develop an independent project in coordination with their Faculty Advisor. This may include grant-writing opportunities, additional research to supplement visitor use data, projects that enhance the recreational experience of trail users, or other ideas related to recreational use. At the end of the internship experience, the intern will present findings from visitor use data analysis and demonstrate their internship project.

### Requirements:

- Strong interest in enhancing outdoor recreation through research.
- Strong work ethic and ability to work independently.
- Ability to use Microsoft Excel and willingness to learn other analysis software.
- Comfortable speaking to and engaging trail users and decision makers.
- Ability to walk and bicycle up to 10 miles during a day in all types of weather.
- Availability to work weekends, when trails are most visited.
- Students eligible for Federal work-study financial aid are highly encouraged to apply.

### Commitment and Pay:

- Internship period: April 2025 to May 2026 (including summer)
- Hours: 20-30 hours per week during the summer season, 10-20 hours per week during the academic year
- Pay rate: \$14/hour

### Oversight:

- Day-to-day operational supervisor: Jim Buchholz, Schmeckle Reserve Director
- Faculty Advisor: Dr. Laura Anderson McIntyre, Professor of Forest Recreation
- Internship Coordinators (if taken as internship): Dr. Melinda Vokoun

### Application Instructions:

Apply online at: <https://www3.uwsp.edu/cnr-ap/schmeckle/Pages/about/Jobs/index.aspx>  
Interviews will be scheduled soon. Position is open until filled.