



POSITION PROFILE

# Outdoor Recreation and Habitat Fellowship

Max McGraw Wildlife Foundation

Dundee, Illinois

# ABOUT MAX MCGRAW WILDLIFE FOUNDATION

For over 60 years the Max McGraw Wildlife Foundation (McGraw) has been the entrepreneurial thought leader in conservation and destination for people who enjoy have a strong connection to conservation, nature and the outdoors. The Foundation is headquartered near Chicago, on 1,250 acres in Dundee, Illinois — a verdant landscape encompassing dozens of lakes and ponds, wetlands, prairie, and mature woodlands, as well as abundant native flora and fauna. McGraw is a great place to unwind and be yourself.

The mission of Max McGraw Wildlife Foundation is to secure the future of hunting, fishing, and land management through programs of science, education, demonstration, and communication. In their own words, McGraw enacts this vision through three main drivers:

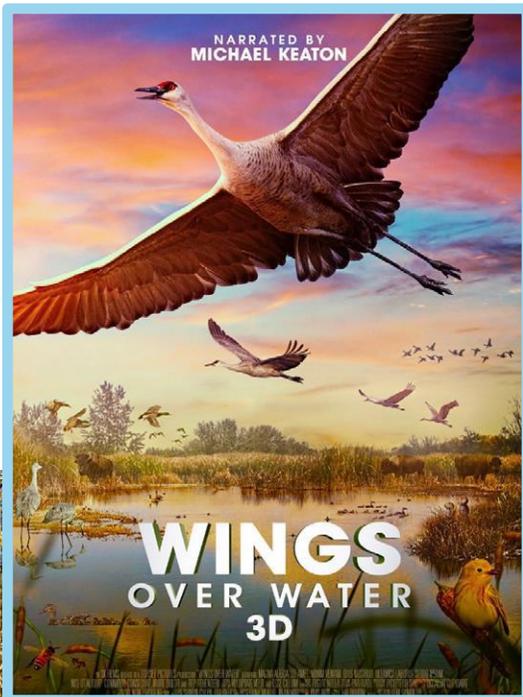
**We connect** research and recreation, technology and tradition, classrooms and capitals. Our independence gives us the freedom to ask hard questions, uncover facts and build coalitions to promote the most efficient actions to sustain habitats, and humanity, for generations to come.

**We bring together** disparate groups and individuals to take on challenging issues and develop concrete plans to address them. Whether it is a policy-focused white paper detailing needed reforms in existing programs or a multimillion-dollar [film calling attention to the plight of North America's prairie wetlands](#), McGraw makes the connections that drive new ideas in conservation.

**We foster** the careers of wildlife scientists and researchers by conducting our own research and collaborating with other institutions. Our Urban Coyote Project is the longest-running study of the interactions between coyotes and humans. Other research has pioneered the use of drones in wildlife population surveys, explained how raccoons have expanded their range, and demonstrated the impact of feral cats on bird populations. Our work in fisheries has created breakthroughs in the rearing and stocking of game fish, lake management, and the emerging field of aquaponics.

Through its renowned [Conservation Leaders for Tomorrow \(CLFT\)](#) program, McGraw has advanced the careers of nearly 3,000 college students and professionals in natural resources management. CLFT teaches participants about the North American model of wildlife conservation and the role that legal, ethical hunting plays in modern wildlife management.

McGraw is also an outdoor recreation and education facility, where thousands of children, adults and families have learned about the outdoors and conservation and have made memories to last a lifetime.



For more information on the Max McGraw Wildlife Foundation please visit their website at [www.mcgraw.org](http://www.mcgraw.org).



# THE OPPORTUNITY

The Max McGraw Wildlife Foundation seeks recent college graduates for a two-year, full time position on its Outdoor Recreation and Habitat team. The Foundation sits on 1,250 acres of forest, prairies, lakes, gravel pits and streams near the Fox River in Dundee, Illinois. Our mission states is **“Secure the future of hunting, fishing and land management through programs of science, education, demonstration and communication.”**

The individual's primary goal would be to work in the Foundation's day to day operations with the clay target center, upland hunts, kennel operations and habitat work. Other job duties include but are not limited to a wide variety of projects that may be in progress. Successful candidates must be able to assist members and guests of all ages in a variety of McGraw experiences, while maintaining good relationships with them.

Candidates must be willing to work weekends, evenings and holidays as needed.

## Opportunities may include

- Clay Targets
  - Range operations/layout
  - Trap operation/loading/safety
  - Trap/Range maintenance
  - Target Setting
  - Guiding Clay Target Shoots
  - Gun safety/handling
  - Foundation policy on range operation, dress code, vehicles and proper etiquette around members/guests
  - Accurate paperwork for billing purposes
  - Accurate reporting of any issues
- Hunting and Habitat
  - McGraw Hunting policies and programs
  - McGraw Hunting Safety
  - Guiding Upland Hunts
  - Planning & setting up hunts including releasing birds, cleaning trucks, etc.
  - Foundation policy on meeting/greeting members/guests, dress code, vehicles and proper etiquette around members/guests
  - Pre and post hunt paperwork
  - Post hunt bird care
  - Become Familiar with Archery Deer Hunting Program: setting stands, paperwork, monitoring cameras, etc.
  - Become Familiar with Waterfowl Hunting Program: dressing blinds, paperwork, decoy maintenance, etc.
- Kennel
  - Daily kennel cleaning and sanitation
  - Understanding, learning and executing proper dog training procedures/techniques as instructed by the kennel manager
  - Communicating with Members and Member's guests regarding services provided at the kennel
  - Assist with daily dog care
  - Kennel grounds maintenance including mowing, weed control and trimming
  - Billing and general record keeping

- Office/Management
  - Hunt/Shoot Scheduling
  - Hunt/Shoot Billing
  - Hunt/Shoot Record Keeping
- Pond Cottage
  - Assist in the operation of Lodge style facility, including areas of hospitality, reservation systems, dining and meeting accommodations
- Fisheries
  - Fishing/boat set-ups and related licensee angler services
  - Monitor overflows and spillways after heavy rains
  - Serve as fishing guide for members and guests
  - Clean harvested fish
  - Maintain fish processing facility
  - Maintaining boats, electric motors and deep cycle batteries
  - Maintain boat landings and dock areas
  - Keep boats clean

### Qualifications

- BS degree in Wildlife Outdoor Enterprise or related field
- Good communication skills
- Ability to work without constant supervision
- Have a valid driver's license
- Personable and able to work with all ages and skill levels
- Good physical condition is required – some heavy lifting is required
- Must be a team player and willing to learn
- Capable of working cooperatively with or within other departments

### OTHER DUTIES

Assimilate into the McGraw culture through understanding, supporting and participating in all elements of pride and care in your job. Demonstrate working knowledge of the hospitality industry service standards. Regular attendance in conformance with the standards, which may be established by McGraw from time to time, is essential to the successful performance of this position. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of McGraw.



# CANDIDATE PROFILE

While it is understood that no candidate will offer every desired skill, quality and characteristic, the following offers a detailed, aspirational view of the ideal candidate profile:

## SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Ability to effectively communicate verbally in English.
- Ability to read the English language sufficient to ascertain information presented.
- Ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger and collect accurate information.
- Ability to effectively explain all aspects of shooting sports safety and recognize unsafe actions.
- Ability to address unsafe people in a professional manner.

## EDUCATION

High school diploma preferred. College degree preferred.

## EXPERIENCE

Background or active participation in shooting sports, fishing and dog handling.

## LICENSES OR CERTIFICATES

- Valid Illinois Driver's License
- Hunter Safety Education Certificate
- Valid Firearms Owners Identification Card (F.O.I.D.) or ability to obtain a F.O.I.D. card
- CPR and First Aid Training Preferred



## A CONNECTION TO THE MISSION & CULTURE

This fellow will:

- Bring a passion for conservation with a clear commitment to maximizing McGraw's impact.
- Have a strong solutions-oriented approach and "get to yes" attitude with a willingness and ability to be hands on and wear many hats.
- Be able to develop a powerful sense of shared purpose in others and motivate them to engage the opportunities and challenges ahead to support the organization's development.
- Embrace and contribute to a mission-driven culture; be energized by the opportunity to join and add to a high-performing yet relaxed professional environment that encourages work-life balance.
- Be an individual of unquestioned integrity, ethics, and values — someone who always displays good judgement and can be trusted without reservation.

## COMPENSATION

A stipend of \$30,000 the first year will be provided for Fellow full-time (40hrs/week).

Housing: Free On-site housing

## LOCATION

This is an in-person role, with an expectation that Outdoor Recreation and Habitat Fellow will be present at McGraw's beautiful headquarters located in Dundee five days per week.

The culture is one that encourages employees to take advantage of the stunning 1,250-acre campus. Team members can often be found fishing, walking, and otherwise recreating during lunch breaks and on designated employee recreation days.

# CONTACT

To express interest in this role, please submit your cover letter including qualifications and interests, resume, copy of college transcripts and contact information of three references to [pdietrich@mcgraw.org](mailto:pdietrich@mcgraw.org) as soon as possible. For more information, interested candidates should contact.

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