

High Cliff State Park - Seasonal LTE Opportunities (Sherwood)

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19694	Job ID
Sherwood	Location
Natural Resources	Agency
	Full/Part Time
Temporary	Regular/Temporary
23080	Classification Code
Visitor Services Associate	Classification Title

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Introduction



We are dedicated to working with Wisconsinites while preserving and enhancing the natural resources of Wisconsin. In partnership with individuals and organizations, DNR staff manage fish, wildlife, forests, parks, air and water resources while promoting a healthy, sustainable environment and a full range of outdoor opportunities.

[The Wisconsin DNR has multiple LTE \(Limited Term Employee\) positions available at our High Cliff State Park, in Sherwood, WI.](#)

- [Park Rangers](#)

Visitor Services Associates

These positions are expected to begin in spring 2026, work through the summer, and end in the fall.

Longing to spend your summer in the great outdoors? Thinking about pursuing a natural resources career path? This opportunity is for you! Selected candidates will gain valuable work experience with the WI DNR. On top of that, they'll get to work in a park. Who wouldn't love that?! I mean, really, it's a park. This is awesome!!

This recruitment may be used to fill future similar positions.

To see all opportunities currently available at DNR, follow this link: [DNR \(wisc.jobs\)](https://wisc.jobs).

Position Summary

Park Ranger

The Park Ranger is primarily responsible for facilitating customer service, facility and grounds maintenance, and public safety within state designated parks, forests, trails, and other lands managed by the Wisconsin State Park System within the Bureau of Parks and Recreation Management. Specifically, this position will provide recreation management, assistance with resource protection, as well as managing public safety through maintenance, facility management, and administrative activities within the assigned area. This position will maintain internal and external partnerships to include local government, local interests, and other key stakeholders to establish and promote management, public safety and contribute to protection goals.

The position will assist with outreach, promotion, and public relations for the property.

30% - Perform grounds maintenance activities, perform repairs on park structures, conduct routine building cleaning, safely operate and maintain park equipment, maintain trails and water distribution systems. Support education programs by providing interpretive services such as guided hikes, and other functional efforts of the park.

25% - Assist with the visitor assistance program, maintain public use areas, operate department camping reservation systems, monitor recreation facilities, maintain detailed reports, records, and statistics. Educate property visitors about user conduct rules, arboretums, and other education points at the property.

25% - Perform land management activities for the property, provide resource protection rule information to visitors, resolve visitor service issues.

20% - Conduct revenue activities (collect funds from self-pay stations, distribute fee violation notices, etc), disseminate information to public, and maintain records.

Visitor Services Associate

These positions are responsible for greeting park visitors, selling vehicle admission stickers, registering campers, fielding questions about the park or property and recreation opportunities, along with a variety of other administrative and financial duties.

50% - Greet visitors, collect and account for fees and disseminate information. Work at entrance stations, campgrounds or other visitor contact stations. Use electronic cash registers, electronic credit card verification equipment and computerized reservation and reporting systems.

20% - Provide answers to visitor questions concerning the specific park area, as well as explain the area's recreational opportunities, interpretive services, concessions and campground availability.

15% - Distribute brochures, maps and provide directions/routes of travel throughout the park; inform visitors of potential safety hazards.

10% - Issue admission receipts in accordance with established guidelines.

5% - General maintenance and cleaning as required to meet the operational needs of the property.

Salary Information

These positions pay between \$16.00 - \$17.00 per hour and are in pay schedule and range 05-64 (Park Ranger) 02-10 (Visitor Services Associate).

Rates offered to selected applicants will depend on the experience of the candidate and the position being offered.

Compensation will be set in accordance with the State Compensation Plan.

Job Details

This is a Limited Term Employment (LTE) position and will not automatically lead to permanent state employment or be entitled to the same benefits as permanent employees.

More about LTE positions:

- 1) Offer a great opportunity to gain experience and learn about careers at the WI Department of Natural Resources.
- 2) Provide opportunities for individuals to enhance their resumes with skills learned on the job.
- 3) May accommodate flexibility for part-time or full-time work hours and seasonal schedules. Work schedules are dependent on business needs.
- 4) Allow individuals to hold multiple LTE appointments concurrently. If both LTE positions are at the same agency, the positions must be bona fide different positions. Each individual LTE position allows for maximum of 1039 hours in a twelve-month period.

Special Requirements:

- 1) Background Checks: The Department of Natural Resources conducts criminal background checks on final applicants prior to a job offer. Please note that a criminal charge or conviction on your record will not necessarily disqualify you from state employment. In compliance with the Wisconsin Fair Employment Act, the DNR does not discriminate on the basis of arrest or conviction record.

2) Eligible to work in U.S.: Applicants must be legally authorized to work in the United States at the time of hire. The Department of Natural Resources does not sponsor work visas at the time of hire or anytime during employment. All persons hired will be required to verify identity and eligibility to work in the United States and complete the required Employment Eligibility I-9 form upon hire.

3) State law requires first preference to go to qualified WI resident candidates in the recruitment and selection of LTEs. Out of state residents may be considered to fill LTE vacancies when a qualified resident cannot be found. There are multiple ways an applicant can meet the residency requirement.

A Wisconsin resident is a person who:

a. Has established a residence, as defined in s. 6.10(1), in this state not less than 10 days earlier;

b. Has resided in this state for not less than a total of one year out of the immediately preceding 5 years;

c. Is eligible to register to vote in this state; or

d. Is the spouse of a person meeting the requirements of par. (a), (b), or (c).” s.230.03(12), Wis. Stats.

Equal Opportunity Employer: The DNR is an equal opportunity employer that promotes and values diversity. We do not discriminate on the basis of race, ethnicity, religion, national origin, gender, gender identity, sexual orientation, age, marital status, veteran status, or disability.

Qualifications

In addition to the required qualifications below, **MOST** of these positions will require candidates to be eligible to drive a state vehicle and meet the following criteria:

- Have a valid driver’s license
- Be at least 18 years of age
- Have a minimum of two years licensed driving experience

- Have not had three (3) or more moving violations and/or at-fault accidents in the past two (2) years
- Have no OWI/DUI violations within the past year

Required Qualifications for Park Rangers:

- Ability to communicate effectively with co-workers and the public
- Customer service and cash handling experience
- Knowledge, skills and experience of general maintenance operation
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

Required Qualifications for Visitor Services Associates:

- Ability to communicate effectively with co-workers and the public
- Customer service and cash handling experience
- Knowledge and experience working with computers
- Ability to work independently, be self-motivated and punctual
- Ability to work a modified schedule; nights, weekends, holidays, etc.

How To Apply

Click the “Apply for Job” button and follow the directions. You will be able to save your application as many times as needed and make edits up until the point you submit your application. **Once you submit your application, you will not be able to make any updates to the application or any materials submitted.**

Please note that the Wiscjobs system will time you out after 30 minutes of activity, so be sure to save your work often to avoid having to re-start the application process.

For any position-related questions, please feel free to contact Jay.Vosters@Wisconsin.gov.

For technical questions and troubleshooting related to the Wisc.Jobs site, please visit [Commonly Asked Questions](#).

Your resume and letter of qualifications are very important parts of your application and are used during our evaluation process to determine your qualifications as they relate to the job. For instructions on developing your resume and letter of qualifications and what should be included in these materials, click [here](#).

Deadline to Apply

Applications must be received by 11:59pm, Central Time, on February 26th, 2026 in order to be considered.