



POSITION PROFILE

# Guide and Habitat Specialist

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.

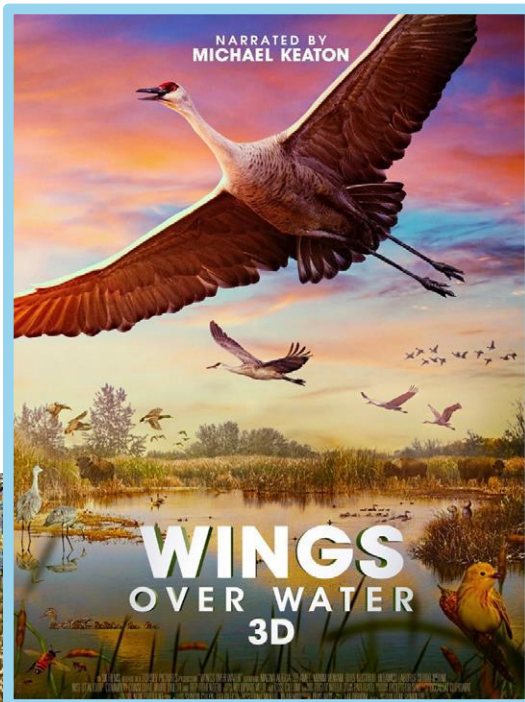
**We bring together** disparate groups and individuals to take on challenging issues and develop concrete plans to address them. Whether it is a policy-focused white paper detailing needed reforms in existing programs or a multimillion-dollar [film calling attention to the plight of North America's prairie 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

McGraw is seeking an experienced and self-motivated team member to serve as a Guide and Habitat Specialist for the outdoor team. Reporting to and partnering closely with Director of Outdoor Recreation and Land Management, the Guide will be an individual contributor and team player. The Guide is expected to be forward thinking, capable of anticipating the needs of the organization, team, and its stakeholders proactively.

The Guide will serve as a team-player at McGraw, participating in an organizational culture that is collaborative and agreeable while enhancing the capabilities of the outdoor team, ultimately positioning the organization for continued success.

This role serves as a hunting and clay target guide.

Key responsibilities of the Guide include, but are not limited to:

- Member Services/Guiding
  - Understanding learning and executing all procedures and safety associated with providing guide service for hunting parties and clay target shoots.
  - Understanding, learning, and executing the duties of a range master for the clay target center and archery/air gun range.
  - Administering the duties of range master for the clay target center and archery/air gun range.
  - Administers accurate record keeping associated with billing and general record keeping.
  - Responsible for understanding the safety guidelines of all activities provided and making sure those safety guidelines are followed at all times.
  - Greets and welcomes all members in a cordial fashion.
- Maintenance Services
  - Basic equipment use, maintenance and repair of equipment such as mowers, trimmers, chainsaws, power tools, hand tools, tractors, hunting blinds/stands, clay target throwers and other supplies needed for services provided.
  - General building and structure maintenance including painting/staining fences and buildings, basic structural repairs.
  - Grounds maintenance include grass mowing, weed control, brush trimming, proper chemical application and snow removal.
  - Cleaning and proper care of hunting equipment such as shotguns.
- Land Management
  - Large and small scale brush cutting and trimming. Planting, seeding and care of a wide variety of habitat and plants.
  - Food plot, and hunting cover planting and maintenance. Weed control through chemical application.



## SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the Foundation.

- Attend mandatory meetings-staff meetings.
- Knowledge of basic computer operation and an understanding of reservation software for the purpose of scheduling activities.
- Assist other departments in physical movement of equipment or furnishings as needed.
- Assists in daily kennel cleaning and maintenance as well as signing in or out member dogs being boarded at the kennel.
- Assists with dog training and care as assigned.
- Assists with outdoor education programs as assigned.
- Perform other duties and responsibilities as assigned or required.

## PHYSICAL REQUIREMENTS

Frequency Key: Never – 0 hours; Rare – up to 1 hour; Occasional – 1-3 hours; Frequent – 3-6 hours; Constant 6-8 hours

Sitting – Occasional	Near Vision – Frequent
Walking – Constant	Far Vision – Constant
Climbing Stairs – Occasional	Hearing – Constant
Standing – Constant	Talking – Constant
Crouching/Bending/Stooping – Frequent	Smell – Rare
Reaching – Frequent	Taste – Rare
Grasping – Frequent	Lifting/Carrying (# lbs.) – Frequent – up to 50+ lbs.
Pushing/Pulling – Occasional	Travel – Rare

## 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 guide 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

The salary is competitive and commensurate with background and experience. McGraw provides comprehensive benefits including health, a retirement savings plan, generous time off and professional development.

## LOCATION

This is an in-person role, with an expectation that the Guide/Habitat Specialist 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 resume and cover letter to [jobs@mcgraw.org](mailto:jobs@mcgraw.org). All inquiries and discussions will be considered strictly confidential.