



# Clayton County Conservation Summer Job Opportunities

Clayton County Conservation,  
Elkader, Iowa is accepting applications  
**For Seasonal MOTOR MILL Coordinator**

## **Job Description:**

The Clayton County Conservation Board is seeking a personable and welcoming history buff to fill the position of Seasonal Coordinator at the Motor Mill Historic Site near Elkader. ***The applicant should be comfortable working with adults and youth, developing and presenting education programs, fielding questions, welcoming visitors, operating a gift shop, providing information and site direction, and social media advertising.*** The applicant will be under the direct supervision of the Clayton County Conservation Board Director. The applicant will help staff the welcome center at the Motor Mill Inn and be assisting the Motor Mill Foundation in working towards several objectives related to the interpretive themes outlined in the Motor Mill Interpretive Master Plan. Seasonal, full-time or part-time, depending on interested parties. Up to 40 hours per week. Will include weekend hours, Saturday, and Sunday 11am-5:30pm.

## **Qualifications:**

Any interested candidate should have experience with and an interest in learning more in one of the following fields of study: History, Education, Museum Studies, and Interpretation. Must be at least 18 years old. Pre-employment physical and drug testing required.

## **Salary and Work Dates:**

\$14.00 per hour, 20-40 hours per week. The position begins in May and will run 14 weeks. Work will be at the Osborne Conservation Center, Motor Mill Historic Site, and program sites in Clayton County. Some nights and weekends required. The applicant will be provided with a tablet for work.

## **Application Procedure:**

Applicants should send a current resume, cover letter, and county employment application to:  
Jenna Pollock, Director  
Clayton County Conservation Board  
29862 Osborne Road  
Elkader IA 52043-8247  
jpollock@claytoncountya.gov

Applications are available on our website [www.claytoncountyconservation.org](http://www.claytoncountyconservation.org), under the About Us-Employment/Attracting Success section and must be received by March 15, 2024. Selections will be made as soon as possible after this date. For more information, phone 563.245.1516 weekdays between 8:00am and 4:00pm.