

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

www.glifwc.org



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

POSITION: Creel Coordinator (8) – 2026 Spring Fishing Season

COVERAGE AREA WITHIN THE CEDED TERRITORY: Michigan: Lac Vieux Desert
Minnesota: Mille Lacs Wisconsin: Bad River, Lac du Flambeau, Lac Courte Oreilles, Mole Lake, Red Cliff, and St. Croix

PAY: \$19.00 per hour

EMPLOYMENT TYPE: Limited Term Employee – approximately 15-30 days

ESTIMATED SEASON: April – May (exact dates may vary)

POSTING DATE: **March 10, 2026**

CLOSING DATE: **UNTIL FILLED**

IMPORTANT TAX INFORMATION: This position has been classified as 100% tax exempt for qualified tribal members under Internal Revenue Code § 7873- Tax Exemption for Income Derived from Treaty Fishing Rights- Related activities.

POSITION SUMMARY: Creel Coordinators typically work in teams of two, and if you do not have a partner, the Creel Manager will assign one. On your application, please list the area/location you are applying for.

Under the supervision of the Creel Manager, Creel Coordinators assist with coordinating nightly creel operations, provide day-to-day support and guidance to Creel Workers, and help monitor and record spring fishing harvest activities at assigned lakes or rivers.

DUTIES AND RESPONSIBILITIES:

- Assign Creel Workers to designated landings
- Count, measure, and sex the various species of fish harvested on their assigned body of water
- Issue fishing permits (spearing, netting, snagging) to tribal harvesters
- Complete, review and submit nightly catch reports and other forms as directed and turn them in at the end of your shift to designated Biological Services staff person
- Monitor the landings and report all harvester harassment incidents or threats to law enforcement
- Maintain a safe and clean working environment and remove litter from the landing prior to leaving for the night
- Assist with disinfecting boats as they come off the water to help protect our waters from aquatic invasive species

- Document daily starting and ending time and mileage

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs or deemed necessary by the Creel Manager, Chief Warden, or Administrative Assistant.

WORK SCHEDULE:

- Creel Coordinators must be willing to work nightly shifts during the spring fishing season
- Typical shifts are 6:00 P.M. – 3:00 A.M. for approximately two consecutive weeks
- Minnesota locations may also require day shifts from 7:00 A.M. – 12:00 P.M.
- Must be willing to work variable schedules, including weekends and holidays
- Work is conducted outdoors and may occur in various weather conditions

Note: The schedule listed here reflects the typical hours for this position. Actual hours may vary based on operational needs. Applicants are expected to be available to work within this schedule if hired.

QUALIFICATIONS

Applicants must:

- Have 1-2 years of prior experience as a creel worker
- Be able to identify various species of fish and be comfortable touching and picking up fish
- Have legible handwriting
- Be able to follow verbal and written directions with minimal supervision
- Be willing to work outdoors in various weather conditions
- Be willing to work variable hours, including nights, weekends and holidays
- Have reliable transportation to and from assigned landing sites. Creel Coordinators operate in teams of two and are responsible for working out transportation arrangements with their creel partner. If serving as the team driver, the applicant must possess a valid driver's license, reliable vehicle, current registration, and appropriate insurance. Maintaining driver eligibility throughout employment is a condition of continued LTE employment. Mileage will be reimbursed at \$0.725 per mile, with reimbursement provided for one driver per creel team through bi-weekly timesheets.

Indian preference will be applied consistent with GLIFWC policies and the Federal Indian Self- Determination and Education Assistance Act (PL 93-638).

HOW TO APPLY:

Applicants must submit a completed GLIFWC LTE employment application to be considered for the position.

Submission options

1. Online Submission (preferred)

- To apply online, [click here to apply](#) or scan the QR code.



- Scan with your phone camera to access the online application form. Applicants submitting their application through the online form do not need to submit a paper

or emailed copy.

2. Email or in-person Submission (paper or pdf)

- Complete the paper application and scan it as a PDF, or deliver to GLIFWC's office in Odanah, WI.
- Email the completed application to:
Ashley Poch, Human Resources Director
Great Lakes Indian Fish & Wildlife Commission
hr@glifwc.org

For general questions and assistance regarding the creel coordinator position, please contact the Conservation Enforcement Division's Administrative Assistant, Jill Miller by calling 715-685-2112 (office), 715-292-9638 (cell), or via email jmiller@glifwc.org.