

# GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

[www.glifwc.org](http://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 Manager (1) – 2026 Spring Fishing Season

**LOCATION:** Odanah, WI

**PAY:** \$20.00 per hour

**EMPLOYMENT TYPE:** Limited Term Employee – approximately 30-45 days

**ESTIMATED SEASON:** April – May 2026 (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:** The Creel Manager oversees the daily administrative operations of the spring creel program during the tribal fishing season. This position supervises Creel Coordinators and ensures staff scheduling, equipment tracking, and landing site assignments are organized and functioning smoothly.

The Creel Manager works closely with wardens and administrative staff to support field operations, assist creel staff with questions, and help coordinate program logistics throughout the fishing season.

This role is primarily administrative and office-based, with occasional travel or field coordination as needed.

### DUTIES AND RESPONSIBILITIES:

- Supervise up to 8 Creel Coordinators
- Review and approve bi-weekly timesheets and mileage reports
- Coordinate hotel reservations for creel staff as needed
- Attend creel meetings
- Respond to Creel staff questions and concerns
- Maintain professional communication with staff and partner agencies
- Inventory, distribute, and track creel program equipment
- Ensure equipment is functioning properly before issuing it to staff
- Assist with general program coordination and operations
- Manage multiple tasks and priorities in a fast-paced seasonal environment

**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 Chief Warden or Administrative Assistant.**

### **WORK SCHEDULE:**

- Up to 30 hours per week
- Daytime administrative schedule during the fishing season This position will work primarily daytime hours for administrative coordination of the creel program
- Some schedule flexibility may be required depending on fishing activity and operational needs
- Occasional evening communication or coordination may be necessary during peak fishing periods
- Travel to landing sites or staff locations may occasionally be required.

### **QUALIFICATIONS**

Applicants must:

- Have at least two (2) years of prior experience working as a Creel Worker
- Be able to follow verbal and written instructions with minimal supervision
- Demonstrate the ability to supervise staff and manage multiple responsibilities
- Be comfortable working outdoors in various weather conditions
- Be willing to work variable hours, including nights, weekends, and holidays
- Have basic computer skills, including the ability to use Microsoft Office programs such as Microsoft Excel
- Must possess a valid, unexpired driver's license, access to a reliable vehicle, appropriate vehicle insurance coverage, and current registration. Maintaining driver eligibility throughout employment is a condition of continued LTE employment. Actual miles driven, or the equivalent mileage from the home station (whichever is less), will be reimbursed at a rate of \$0.725 per mile.

**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](mailto:hr@glifwc.org)

For general questions and assistance regarding the Creel Manager 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](mailto:jmiller@glifwc.org).