

# **Carpenter St. Croix Valley Nature Center Job Description**

## **Full-time Salary Position**

<b>Job Title:</b>	Natural Resources Manager
<b>Reports to:</b>	Executive Director
<b>Job Classification:</b>	Full-time
<b>Hours/Week:</b>	40 hours per week
<b>Calendar:</b>	Training Period: June 1 - September 30, 2018 First full fiscal year: October 1, 2018 - September 30, 2019
<b>Pay Rate:</b>	Dependent on qualifications. Range: \$31,200 to \$55,000
<b>Benefits:</b>	Access to employee-funded pre-tax health and child care spending accounts 10 days paid sick leave and 10 paid holidays annually Health Insurance after 90-day introductory period Life Insurance & Long-term Disability Insurance after 120-day introductory period Paid Vacation after 180-day introductory period that increases with seniority Lincoln Financial 403(b) retirement plan with 3% company match after 120 days
<b>Scheduled Days:</b>	Weekdays, with some weekends and evenings
<b>Shift/Hours:</b>	Majority day shift.

### **General Description/Summary:**

Carpenter Nature Center is a 501c3 not-for-profit organization that provides preschool through 12<sup>th</sup> grade environmental education curriculum, public programs and events to 20,000 – 30,000 visitors each year. The Nature Center encompasses 725-acres of natural habitat along the St. Croix River with one campus in Minnesota and a second campus in Wisconsin.

The Natural Resources Manager would oversee land management operations throughout Carpenter Nature Center including:

- Managing a 2,000-tree, Integrated Pest Management (IPM)-operated teaching apple orchard which includes robust public sales facility.
- Maintaining 350 acres of restored tall-grass prairie to include collaborating with the maintenance foreman on seasonal prescribed burning and mowing.
- Supervising multiple part-time seasonal employees, seasonal un-paid horticulture interns and a dedicated and enthusiastic orchard volunteer team.
- Providing leadership in the careful stewardship of sensitive tracts of remnant habitat on both the Minnesota and Wisconsin campuses of Carpenter Nature Center.
- Collaborating with various partners throughout the region including non-profits, for-profits, government entities, donors and educational facilities.
- This position is both supervisory and hands-on. The position requires working outdoors during all seasons of the year, often on tough and/or uneven terrain.

## Essential Duties & Job Responsibilities:

- Provides management and supervision in planning, implementing and evaluating all natural resources operations on Carpenter Nature Center's 725-acre grounds.
  - Supervise full-time, part-time, temporary, seasonal, volunteer, and intern assistants as well as contracted and adjudicated workers.
    - Responsible for assigning and supervising natural resources personnel.
    - Responsible for training natural resources personnel for duties including safety protocols.
    - Work with the volunteer coordinator to ensure safe and effective volunteer training and supervision in natural resources activities.
    - Work with Intern Coordinator to provide training and supervision as required within the context of CNC Intern Program.
    - Responsible for natural resources department budgeting and meeting budget goals with the end result of managing a revenue positive department within Carpenter Nature Center.
    - Report to the Executive Director.
    - Attend all applicable training and related meetings as directed by Executive Director.
    - Other duties as assigned.
  - Supervise the on-going implementation of the organic management of the **CNC Apple Orchard**
    - Manage CNC's Integrated Pest Management apple orchard; including spraying, trapping, monitoring, reporting, scouting, research, record-keeping and pest/predator control.
    - Manage all planting, pruning, harvesting, grading, packaging, budgeting, inventorying, purchasing, pricing, sales, record-keeping and merchandising of all orchard products.
    - Work with Maintenance Foreman to ensure safe operations and upkeep of all orchard equipment including mowers, chain saws, tractors, sprayers, ATV, electric cart, four-wheelers, apple grader, power equipment, etc.
    - Work with Natural Resources team to ensure facilities are cleaned and maintained.
    - Evaluate existing and new fruit varieties for inclusion or removal.
    - Provide leadership and training to the orchard sales team.
    - Work collaboratively with regional orchards, local corporations, schools and other partners to market and sell Carpenter Nature Center's apples on- and off-site.
    - Maintain and continue to build Carpenter Nature Center's brand.
  - Assist in large-scale landscape, grounds, and resource management projects on both of Carpenter Nature Center's campuses, within the scope of the **Land Management Plans for both the Wisconsin and Minnesota Campuses**.
    - Assist in prescribed burn programs of the CNC prairies and oak savannah habitats.
    - Assist in the supervision and management of the CNC forest management projects.
    - Assist in invasive plant species eradication projects.
  - Assist **Education Department** in fulfilling Carpenter Nature Center's mission of environmental education for schools, groups, families and casual visitors.
    - Assist education staff in development and coordination of instruction on environmental programs featuring the orchard, Integrated Pest Management, and other related programs.
    - As necessary teach horticultural related programs for general public, school groups, or special events as directed by the schedule.
  - Oversee planning, planting, weeding and maintenance of **decorative and educational gardens, man-made wetland and water garden feature**.
    - Work with Washington County Master Gardeners, Wild Ones, and other horticulture volunteers to maintain display gardens.

- Develop and maintain gardens including but not limited to water gardens, reflecting pools, demonstration gardens, medicinal gardens, herb gardens, and others as assigned.
- Maintain existing and future Memorial Trees and Memorial Tree Trail.
- Participate in daily or regularly scheduled **nature center operations and special events** presented as a part of the mission of Carpenter Nature Center in Wisconsin and Minnesota.
  - Assume assigned responsibilities in all major Nature Center special events, to include the Autumn in the Valley Gala.
  - Assist in the regularly scheduled janitorial, weekend supervisory site coverage and facility management duties as shared by all CNC staff.
  - Pitch in as a team player in all functions as assigned by Director or Event Coordinator.
  - Provide leadership for the October Apple Fest.

**Job Requirements:**

- Requires Bachelor of Science Degree from accredited 4 year College or University in Horticulture, Botany, Agricultural Science, Fruit Production, Natural Resources or equivalent field.
- Minimum three years of experience in orchard work or similar field.
- Ability to work supportively with volunteers, staff and interns of all ages and abilities.
- Evidence of progressively responsible supervisory experience required.
- Able to accept personal responsibility for long-term projects.
- Perform assigned work without immediate or direct supervision.
- The capacity to work independently and as part of a team.
- Good verbal and written communication skills
- Excellent organizational, time management and analytical skills. Ability to balance competing priorities.
- Ability to maintain poise and demeanor appropriate to portray an image of professionalism at all times.
- Demonstrate a conceptual understanding of natural science, environmental education and conservation.
- The ability to be flexible and adaptable.
- Comfortable working with individuals of varying ages, backgrounds, training, and abilities.
- Valid Minnesota or Wisconsin Driver's License.
- Completion of criminal background check required for hire.

**To apply:**

Please send a cover letter, resume and three references to:

Jennifer Vieth, Executive Director  
 Carpenter St. Croix Valley Nature Center  
 12805 St. Croix Trail S., Hastings MN 55033  
[Jennifer@CarpenterNatureCenter.org](mailto:Jennifer@CarpenterNatureCenter.org)

**Selection Procedure:** All applications will be reviewed to determine if the applicants meet the minimum job qualifications. Qualified applicants will then be evaluated on their experience and training. Up to five, top qualified applicants will be invited to participate in an in-person interview with a panel of interviewers. The interview panel will select the top candidate.

**Deadline:** 4:30 p.m. April 15, 2018