

Position Description

Date Posted: September 26, 2016
Title: Grounds and Landscaping Coordinator
Supervisor: James Hensley, Facilities Management Supervisor
Category: Full-time, Regular
Benefits Eligible: Yes

Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Summary of Position: The Land Management Coordinator (LMC) is responsible for improving and maintaining the grounds and facilities at the Visitors Center, including care for live plant exhibits and habitats, gardening, trail maintenance, oversight of Nature's Playground area and more with the goal of creating a welcoming, ecologically sensitive environment for KNC visitors. The LMC will also recruit, train and supervise land management volunteers to carry out necessary maintenance functions. This is a full-time position with typical weekday shifts and a regular weekend rotation.

Duties:

- Maintain and improve live plant exhibits (gardens, sun-rain room and butterfly habitat) in accordance with KNC standards;
- Recruit, train and supervise land management volunteers;
- Provide a clean and comfortable environment at all KNC facilities and grounds for visitors and staff;
- Operate tractors, snow plows, bobcat, mules, golf carts and other passenger vehicles as needed;
- Operate and maintain necessary power tools and hand tools;
- Maintain garden-related facilities (mistifiers, green houses, etc.);
- Ensure that main walkways and driveways are clear of snow and debris;
- Assist KNC staff to prepare grounds for special events;
- Coordinate with Conservation Stewardship staff to manage invasive species;
- Coordinate with Education staff to improve and maintain exhibit and play areas;
- Assist with other duties related to the KNC mission

Entrance Requirements:

- Bachelor's degree in environmental science, biology or related field preferred;
- Experience with gardening, plant identification and invasive species management;

- Experience with operating, maintaining and repairing farm tractors, plow trucks, skid steers, passenger vehicles and other small power equipment helpful;
- Experience coordinating volunteers;
- Ability to work with a diverse group of people;
- Maintain a welcoming customer service attitude;
- Demonstrate high energy, ability to lift 50 pounds and work indoors and outdoors in rough terrain in adverse conditions;
- Personal commitment to the mission of KNC;
- Able to work regular weekends and occasional holidays
- Valid Driver's License with clear driving record
- Able to pass a criminal background check upon offer of employment

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

To Apply: Send a letter detailing your experience and your interest in this position along with a current resume to James Hensley, KNC Facilities Manager at jhensley@naturecenter.org.