



ELKTON COMMUNITY EDUCATION CENTER

Butterfly Pavilion ☀ Fort Umpqua ☀ Native Plants

JOB DESCRIPTION

Groundskeeper

The ECEC Groundskeeper is responsible for making sure our public outdoor areas are well-maintained. This is an hourly, paid, non-exempt position reporting to the Nursery Manager. The position averages 15 hours per week with seasonal variations.

ECEC is a dynamic, fast-paced environment, especially during the summer tourist season. We provide job training for local high school students and engage volunteers in all aspects of our organization. Our 30-acre site includes a native plant park, seasonal produce garden, extensive flower gardens, recreational field and open grassy areas. The Groundskeeper plays an important role ensuring that our 30-acre site is attractive and welcoming for guests.

Core Responsibilities

- Provide seasonal landscape maintenance, including weeding, mowing, shrub and limb pruning, mulching, leaf blowing and more. Manage summer watering schedule.
- Schedule and supervise volunteers who are helping maintain the grounds.
- Complete one-time projects, such as establishing new beds, tilling the seasonal produce garden, removing shrubs, etc.
- Monitor grounds to identify needs and work with other staff to prioritize projects.
- Maintain hand tools and smaller equipment (push mower, tiller, etc.).

Additional Responsibilities may include:

- Train and supervise student employees who are helping maintain the grounds.
- Work with skilled volunteers to maintain larger equipment (ex: riding mowers, tractors)

NOTE: Additional responsibilities, if any, will be based on the candidate's skills and experience and may influence the hours and pay rate for the position.

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Qualifications

- Commitment to ECEC's mission and the Elkton community.
- Ability to work effectively in collaboration with diverse groups of people including students.
- Ability to lift 20 pounds repeatedly and work on uneven ground. Willingness to work outdoors in wet weather.
- **Excellent** yard maintenance and time management skills.
- **Intermediate** knowledge of plant cultivation and landscaping.
- **Basic** computer skills (Word, Excel, Email, Google calendar) or willingness to learn.
- Must have a driver's license, reliable transportation and liability insurance. Preference will be given to qualified individuals who live within a 30-minute commute.
- ECEC conducts background checks for all staff working with minors and checks driving records for anyone using ECEC vehicles.
- The ideal person will be motivated and have passion, integrity, and a positive attitude.

To apply, send a resume and cover letter to info@elktonbutterflies.com by March 15th.

ECEC is an Equal Opportunity Employer.

February, 2021