

## SHIPLEY NATURE CENTER SITE MANAGER

Shipley Nature Center, located in Central Park, Huntington Beach, seeks an experienced individual who enjoys interaction with people and nature to provide daily supervision to employees and volunteers at the 18 acre site. The candidate should have a love of nature and be interested in the birds and wildlife that are drawn to the Center.

We seek an individual who is interested in working 30 hours per week. Assigned hours 7:30 am – 1:30 pm, Monday thru Friday. Work is largely physical and outdoors year-round. The duties of the Shipley Nature Center Site Manager generally include:

### **Maintenance, Repair, Security and Cleanliness (40%)**

- Regularly inspect site, identify work needed to ensure safety, accessibility, cleanliness, and aesthetic appeal of SNC, especially along the trails, in the parking lot, and at visitor facilities
- Develop regular work plans for accomplishing needed and priority work, and use those plans to organize and be accountable for work
- Make contact with visitors to ensure they have basic information about SNC and understand its rules
- Enforce applicable rules
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- Ensure opening and closing at designated times

### **Habitat Grounds Protection and Improvement (40%)**

- Regularly inspect site and identify work needed to protect wildlife and California native vegetation, control invasive weeds, in accordance with the Master Plan, and address any other threat to health of natural area
- Physical work in the habitat
- Prepare regular work plans that incorporate high priority needs, and use them to organize and be accountable for stewardship work
- Coordinate, support and work with volunteers who help with weed control and habitat improvement projects
- Schedule and plan projects for large volunteer groups including corporate and school groups; oversee projects
- Record and report wildlife sightings, activity and problems

### **Participate on SNC's Habitat and Education Committees (20%)**

- Closely coordinate with Habitat and Education Committee Chairpersons to support staff and volunteers in preparation for and conduct of school and other programs
- Closely coordinate with Committee Chairpersons, including Nursery Coordinator, and with staff to strengthen volunteer participation
- Attend occasional meeting with Board of Directors upon request

### **Qualifications**

Strong commitment to Friends of Shipley Nature Center and its mission

Practical knowledge of natural resource conservation and enhancement practices, including at least moderate knowledge of native flora and fauna

Ability to work independently and on multiple projects

Ability to exercise good judgment, show initiative, and make sound decisions in fulfilling job duties and meeting organizational objectives

Ability to develop site management and enhancement plans and organize people and resources to accomplish those plans

Desire and ability to communicate clearly and positively, and cooperate well, with co-workers, volunteers, visitors, subcontractors, partners and others

Skills in operating and maintaining a variety of machinery and tools

Basic computer skills

A college degree in a related field is preferred

Salary \$18 per hour