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## *Buildings and Grounds Summer Assistant Position Description*

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January 2021

**Do you love working outdoors? Do you appreciate a job well done?** Riveredge Nature Center is looking for motivated and hard-working individuals to help us care for the buildings and grounds of our 379-acre nature sanctuary and environmental education center.

The mission of Riveredge Nature Center is inspire, inform, and enable responsible environmental decision-making and sustainable practices by providing leadership in education, preserving and restoring Riveredge and other natural sanctuaries, and serving as a resource for scientific research.

Riveredge has a 50-year history as a leader in environmental education in the State of Wisconsin. The Center provides science-based, inquiry-oriented, outdoor experiences to learners of all ages.

### Purpose

The summer assistant will work with the Buildings and Grounds team to develop and maintain the facilities, grounds, and trails of Riveredge Nature Center.

### Responsibilities

- Complete trail maintenance including vegetation pruning, mowing, trail building, boardwalk and bridge upkeep and repair
- Grounds maintenance including mowing, trimming, and weeding
- Assist in the planting, care, and harvesting of the organic garden and the farm plantings
- Operate power equipment including but not limited to mowers, utility tractor, skid loader, 4WD utility carts, weed trimmers, battery-powered drill/driver and other power hand tools
- Assist with minor repairs, upkeep, painting, and cleaning of facilities
- Assist with the setup and clean-up of Riveredge special events and rental activities
- Preventative maintenance on buildings, tools, and equipment
- Other duties as assigned

### Expectations

In addition to the responsibilities, the Buildings and Grounds Summer Assistant is expected to meet the following expectations set forth to all staff members of Riveredge Nature Center:

- Meaningfully contribute to the Riveredge staff team. This includes helping with projects, programs, and events that may fall outside of the primary duties or departments of this position description.
- Foster an inclusive and supportive environment through personal actions such as supporting and helping other staff members and volunteers.
- Provide high quality customer service experiences to all guests and volunteers.
- Strive for excellence and innovation.

### Preferred Qualifications

- College student with completed coursework in natural resources, agriculture, environmental science, facilities management or a related field; applicants with other majors or employment backgrounds are welcome to apply as well
- Self-starter and self-directed with a well-developed ability to work independently
- Attention to detail and safe operating procedures

- Experience with grounds maintenance, gardening, farming, painting, carpentry, or other outdoor work
- Able to work outdoors in a variety of weather conditions and traverse uneven terrain
- Able to perform lifting and bending associated with gardening and trail work
- Able to follow directions and complete tasks in an efficient manner
- Able to work as a member of a team by sharing decision making while personally assuming and also asking for responsibility and accountability
- Good communication skills
- Have a valid driver's license

## Compensation & Working Conditions

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The Buildings and Grounds Summer Assistant is a seasonal position paying \$8.00-10.00 per hour based on experience. Work hours are 20-40 hours per week starting in May lasting until no later than October. While most hours will take place Monday-Friday, some weekend and evening hours may be available. Most of the work will take place outdoors and will include physical activity and lifting. Inexpensive housing at UW-Milwaukee's Field Station, just minutes away from Riveredge, may be available.

### To Apply

Email your cover letter, resume, and contact information for three references (in PDF or Word Format) to [khiestand@riveredge.us](mailto:khiestand@riveredge.us) no later than **April 1, 2021** to the attention of Keith Hiestand, Buildings and Grounds Manager. **Positions are open until filled; do not delay in sending in your applications materials.** Thank you!