



YAMHILL SOIL & WATER
CONSERVATION DISTRICT

Position Announcement

Miller Woods Nursery Caretaker

Yamhill Soil and Water Conservation District

- Status:** Part-Time, At-Will Position
- Employer:** Yamhill Soil and Water Conservation District
- Location:** McMinnville, OR
- Open:** November 16, 2022
- Closes:** Position open until filled; review of applications will begin immediately
- Hourly Wages:** \$20-\$25/hr depending on qualifications and experience
- Benefits:** 32 hours of annual paid sick leave

Introduction

The Yamhill Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to conserve, restore, and protect Yamhill County's natural resources by providing technical, financial, and educational assistance to citizens, landowners, and businesses. The District works with agricultural landowners and producers, forest landowners and operators, individual residents, and federal, state, local and private conservation partners to deliver services, provide assistance, and promote voluntary adoption of land management practices. The District currently owns and manages over 2000 acres of properties that are protected for conservation, wildlife habitat, sustainable forestry, and education. Miller Woods is one of these properties and is where this position will be based. Native plants are grown in the Miller Woods nursery to help fund and support the management of the property. An average of 60,000 plants are grown each year for wetland restoration projects through an agreement with United States Fish and Wildlife Service (USFWS) and for the District's Native Plant Sale.

General Overview (See Position Description for complete information)

This position is for a native plant nursery caretaker with the Yamhill Soil & Water Conservation District. It is a part-time, at-will position. The anticipated work schedule is flexible with regular hours averaging 20 hours per week, with some weeks ranging between 10 and 30 hours. The Nursery caretaker provides labor and oversight to help plant and care for native trees, shrubs, and herbaceous plants.

The position works on-site at Miller Woods at 15580 NW Orchard View Rd, McMinnville, Oregon 97128.

Other Information: Please refer to the **Position Description** for details and information regarding:

- Position Responsibilities, Duties, and Qualifications
- Supervision (Received)
- Work Conditions and Physical Demands
- Equal Employment Opportunity

Application Requirements

Qualified applicants are required to submit:

1. A cover letter describing interest, skills, and experience relating to the position.
2. A resume that depicts your qualifications relating to the position.
3. Contact information of three professional references (not related to you). These may be listed on your resume or separately.

Note: Incomplete packets will not be considered.

Options to Submit Application Materials

1. By Email

Applicants may email application materials to: admin@yamhillswcd.org

Please use **Miller Woods Nursery Caretaker** in the subject line.

Please send all required information in one PDF.

2. By Mail

Applicants may mail application materials to:

Yamhill Soil and Water Conservation District

Attn: Miller Woods Nursery Caretaker

2200 SW 2nd St.

McMinnville, OR 97128

3. In Person:

Applicants may submit application materials in person Monday - Friday, 8 AM to 4:30 PM to:

Yamhill Soil and Water Conservation District

2200 SW 2nd St.

McMinnville, OR 97128

Inquiries: Please contact Josh Togstad, Protected Lands Manager 503-798-5036, or by email at: josh@yamhillswcd.org

EEO/ADA

Yamhill SWCD is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Yamhill SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the Yamhill SWCD office at 503-472-6403 at least two (2) working days in advance for assistance.



YAMHILL SOIL & WATER
CONSERVATION DISTRICT

Position Description

Miller Woods Nursery Caretaker

Yamhill Soil and Water Conservation District

Location

This position will be located at Miller Woods (15580 NW Orchard View Rd. McMinnville, Oregon) which is owned and operated by Yamhill Soil and Water Conservation District.

Introduction

The Yamhill Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to conserve, restore, and protect Yamhill County's natural resources by providing technical, financial, and educational assistance to citizens, landowners, and businesses. The District works with agricultural landowners and producers, forest landowners and operators, individual residents, and federal, state, local and private conservation partners to deliver services, provide assistance, and promote voluntary adoption of land management practices.

Miller Woods Nursery Caretaker

This is a Part-Time, At-Will, Position with the District, owner and manager of Miller Woods. The anticipated work schedule is flexible with regular hours averaging 20 hours per week, with some weeks ranging between 10 and 30 hours. When necessary, the schedule may require modification to complete scheduled projects or accommodate volunteer and/or contracted work.

The position is responsible for nursery caretaker responsibilities. The position acts on behalf of the district board and is based at Miller Woods. The employee must provide their own transportation to and from Miller Woods. Work is mostly outdoors. Applicant must navigate various types of terrain and work in all weather conditions. Native trees, shrubs, and herbaceous plants are grown in the nursery for wetland restoration projects through a unique agreement with United States Fish & Wildlife Service (USFWS) and the District's native plant sale. These plants provide an important source of funding for Miller Woods.

Supervision of the Miller Woods Nursery Caretaker

The Protected Lands Manager serves as the direct supervisor to the Miller Woods Nursery Caretaker (employee). The employee reports to the full Board of Directors monthly through staff reports, and in-person (or virtually) for committee and board meetings. The board meets with the employee at least annually to review performance and discuss progress in meeting goals. The meetings involve the Protected Lands Manager and employee, but may also include the District Manager and others as designated by the board.

Position Responsibilities

1. Represent the District

- Work to further the vision and mission of Miller Woods and Yamhill Soil & Water Conservation District.
- Track progress, prepare monthly reports, and participate in meetings with district staff.
- Develop and maintain working relationships with volunteers, staff, and property visitors.
- Follow all district policies.

2. Provide Guidance for Miller Woods Nursery Volunteers

- Communicate regularly with Volunteer Coordinator to guide, assist, support, help prioritize projects, report on weekly progress, etc. within the nursery.
- Provide nursery training, safety guidance, and other related assistance.
- Report any safety concerns, equipment needs, or necessary training to Supervisor.

3. Miller Woods Nursery

- Keep nursery clean and maintained in a professional manner.
- Oversee and maintain automatic watering system in the nursery to ensure plants receive adequate water during varying weather conditions.
- Conduct an initial inventory of all plants in the nursery and update inventory after culling plants due to mortality.
- Provide regular scouting to monitor moisture levels, fertilizer needs, weeds, disease, etc.
- Make necessary spray applications to sanitize nursery containers to control plant disease and limit insect damage.
- Coordinate and oversee volunteers and/or contracted workers for sorting, stacking, pressure washing, sanitizing nursery cones, and USFWS grow-out planting.
- Lead collection of native plant cuttings for USFWS grow-out planting.
- Pick up nursery stock from local nurseries and coordinate plant deliveries with the Protected Lands Manager.
- Assist Volunteer Coordinator with recruiting and training volunteers for USFWS grow-out planting.
- Lead the preparation, staging, and transfer of plants for USFWS in the fall.
- Collect native seeds and plant stock for the District's native plant sale.
- In consultation with direct supervisor, explore opportunities for expanding nursery and contract grow opportunities, with the goal of generating income and available plant inventory for projects. Increased funding could potentially allow for a full-time position in the future.

4. Native Plant Sale

- Track plant inventory and print plant labels for Native Plant Sale.
- Organize and prepare plants for the sale and prepare supplies for mobilization.
- Assist with native plant sale planning, set-up, sale days, and clean up.
- Help coordinate a Fall native plant sale and/or Earth Day sale at Miller Woods.

5. Other

- Work on other areas of the Miller Woods property as time allows to conduct various maintenance activities including mowing, weed control, and general grounds maintenance.
- Other tasks and duties as required

Preferred Qualifications

- Nursery experience and knowledge of native plants.
- Experience propagating, growing, and caring for native plants.
- Experience coordinating and working with volunteers and contractors.
- Experience and knowledge of working and communicating with the public.
- Working knowledge and experience with word processing such as Microsoft Word.
- Ability to work independently and cooperatively with a team and maintain a positive attitude.
- Possess and maintain a valid driver's license.
- Must pass a Federal background check within the first month of employment.

Work Conditions and Physical Demands

To perform the duties of this position, the employee must serve as incidental motor vehicle operator during daylight and after dark. Applicants must have a valid driver's license.

This position primarily involves outdoor work with some occasional office work. Working in the nursery will be the primary duty of the position. Employee must be able to lift 50 pounds, pick up nursery plants off the ground, and collect cuttings from native plant sources. Secondary work will involve walking over rough or uneven terrain, carrying objects such as trail maintenance tools and supplies, working on trails, and assisting with other Miller Woods projects. Office work involves use of computers, participation in weekly staff meetings and/or calls, email correspondence, reporting, and other similar functions.

Occasional weekend work may be required to accommodate volunteer groups and district events.

Equal Opportunity Employer

The Yamhill Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.