



## Grounds Manager Job description

Osprey Wilds is a public, non-profit 501(c)(3) residential environmental learning center and conference & retreat center nestled on the shores of Grindstone Lake in east-central Minnesota. We are committed to developing an understanding, ethics and responsibility regarding the environment and stewardship through formal and informal teaching that links nature and humans.

The Grounds and Maple Syrup Manager's duties change with the seasons. This person will work mainly outside, maintaining our vehicles and land along with managing our maple syrup production.

### **Responsibilities include but are not limited to:**

#### *Vehicle and small engine management*

- Maintain the whole fleet of vehicles. Includes but not limited to scheduling yearly maintenance, necessary repairs and keeping maintenance logs.
- Maintain all small engines, chainsaws and weed whips with repairs and routine maintenance

#### *Land Management*

- Maintain and groom trails with assistance from seasonal staff
- Assist with scheduling routine controlled burns, invasive species management and property damage

#### *Seasonal Duties*

- Snow removal – plowing driveway and road, shoveling sidewalks and sand program areas
- Groom cross-country ski trails
- Maple syrup production
  - Maintain all maple syrup equipment: pipeline and buckets
  - Direct production of the maple syrup
  - Train and manage maple syrup volunteers

#### *Leadership*

- Work with volunteers on projects and improvements
- Assist with planning and leading volunteer work days
- Be an active member on the land management sub committee
- Be an advocate for Osprey Wilds in the local community

#### *Administrative & others*

- Ability to operate a personal computer using standard or customized software applications
- Update and manage facility needs document
- Assist the Buildings & Grounds Manager on larger projects



**Qualified candidates will have the following:**

- Small engine knowledge
- Ability to work both individually and collaboratively
- Able to adapt and prioritize day to day needs of the facilities

**Reports to:** Operations Director

**Direct Reports:** Seasonal Grounds

**Classification:** Part-time, non-exempt

**Benefits**

- Work in a beautiful setting: 780 acres with coniferous and mixed hardwoods forest, creek, prairie and wetland areas, as well as a lake with a beach.
- Hourly wage: \$20 per hour
- Flexible work schedule, approximately 16-24 hours per week
- Earned Sick and Safe Time (ESST)
- Free Employee Assistance Program
- 3% retirement contribution
- 20% off facility rental, 25% off in our gift store and 50% off Osprey Wilds programs
- Made from scratch lunch provided during working hours

To apply, please send your resume or application to: Jill Rudolph, Operations Director

Email: [rudolph@ospreywilds.org](mailto:rudolph@ospreywilds.org) Phone: (320) 245-2648