



National Butterfly Center Groundskeeper & Educator

(Full-time, Non-exempt)

Position Summary: A groundskeeper is responsible for the maintenance of the gardens and trails and performs a variety of tasks related to gardening and landscaping. The groundskeeper will also play a role in the educational programs, field trips, presentations and community events, both at the NBC and off-premises. Handles duties that arise unexpectedly through the day in addition to regular, routine duties such as greeting and assisting visitors, members and volunteers. Walks the grounds daily to learn it well and be able to identify hazards and opportunities. Learns the native plants and the butterflies of the region to contribute to visitors' overall experiences. Essential duties include, but are not limited to:

- Weeds, waters and maintains plant and beds and reports issues to Director of Operations, in a timely manner.
- Keeps groundskeeper's work space, outside restrooms, palapas and other areas cleaned, stocked and properly maintained, on a daily basis.
- Feeds butterflies, birds and other wildlife, daily, according to prescribed practices, and our mission and purpose.
- Performs duties in support of native plant propagation and Nursery production.
- Participates in environmental education programs.
- Secures the grounds and assets at the end of the workday by clearing the gardens and trails of visitors and locking up.

Minimum Qualifications: Requires a high school diploma or equivalent and a minimum of 1 year related work experience. Prefer some knowledge of plants, gardening, plumbing, carpentry and electrical. Ability to communicate in English and/or Spanish. Also requires the following knowledge, skills and abilities:

- Interacts with park visitors with the utmost respect and courtesy.
- Ability to follow daily work orders and daily work schedule.
- Effectively manages daily work schedule and uses time wisely.
- Ability to communicate and work effectively with co-workers and the public.
- Takes pride in the workplace and personal performance, by continuously enhancing the Center, the environment and its features.

- Demonstrates a love of nature and stewardship of the environment.
- Ability to maintain a dependable record of attendance and punctuality.

Working Conditions: Work is performed mainly outdoors subject to the weather and during daylight hours. Works in sunny, humid, windy, cold and rainy weather. Ability to work comfortably around co-workers and visitors. Some weekend work required.

Physical Demands: Requires the ability to stand, walk and sit. Requires the ability to lift and carry up to 40 pounds and push a wheelbarrow. Also requires the ability to stoop, kneel, crouch, reach, handle, speak, hear and see in color vision. Must be able to operate related machinery and equipment in a safe manner.

This position description is intended only to describe the general nature of the job. It does not represent an all-inclusive listing of the duties, nor o the experience, knowledge, skills and abilities required to satisfactorily perform the job.

*I have read this position description and understand the requirements for satisfactory performance.

(Employee)

(Date)

(Executive Director)

(Date)