



Position Available:

**Caretaker**

**Status: Part time, permanent**

Application deadline: Open until filled

**Job Summary:** Help keep CNC's facilities, grounds and trails safe and secure, while also helping with land and facilities responsibilities and providing program support.

**Duties and Responsibilities:**

1. Safety and Security

- a. Secure CNC buildings and grounds on weekends, holidays and weeknights. This includes opening and locking gates, as well as checking all CNC facilities.
- b. Attend All Staff Meetings (every other Wednesday at 8 am).
- c. Participate in the annual Safety and Security Committee facility inspection.
- d. Work with visitors to ensure CNC Land Stewardship Policies are being followed.
- e. Help with Safety and Security related tasks (i.e. missing person search, notifying visitors of severe weather, control of bee nests, general first aid/CPR, etc.)
- f. Check alarms and work with the alarm company.
- g. Check river access sites during heavy use days.
- h. Attend required safety trainings.

2. Trails

- a. Remove snow from parking lots and sidewalks.
- b. Remove fallen limbs and small trees from trails, roads and parking lots following storms.
- c. Use a blower to keep debris off of the Chippewa Trail.
- d. Empty all outside trash cans as needed.
- e. Remove trash from main parking lot and road areas.
- f. Help with cross country ski grooming.
- g. Closing and re-opening trails during storms and floods.
- h. Help with mowing, trimming and pruning when requested.

3. Facilities

- a. Help with general building maintenance needing attention.

4. Program Support

- a. Feed, water and care for the farm animals (cows, pigs, sheep and chickens).
- b. Help with parking during CNC major events.
- c. Help with rental set-up and take-down.

- d. Provide support for evening, weekends and holiday programs. This could include helping with hauling boats, being a 2<sup>nd</sup> staff member on a hike, sitting in for a staff member at the Visitor Center, etc.

5. Other duties as assigned.

**Required Qualifications:**

- Great relational and communication skills.
- Ability to work with those who are not following CNC regulations as well as with numerous staff and visitors.
- Basic maintenance skills (i.e. operating snow plow, lawnmowers, snowblowers, tractors, power tools, etc.).
- Physically able to meet the demands of the job. Must be able to regularly lift up to 50 pounds, shovel snow and move tables and chairs.
- Basic first aid and CPR certifications (or willingness to obtain).
- Valid driver's license.

**Status:** Part time, permanent

**Reports to:** Tom Lenon, Director of Land & Facilities

**Schedule:** Maximum average of 20 hours/week during evenings, weekends and holidays

**Start Date:** September 23, 2022 (flexible)

**Compensation & Benefits:**

- \$13-15/hour based on qualifications, staff uniform, CNC membership, 20% discount in Nature Center Store, 10% discount on registered program member fee
- Onsite housing highly preferred; rent negotiable

**Application procedure:** Send cover letter and resume to Tom Lenon, Director of Land & Facilities at [tlennon@chippewanaturecenter.org](mailto:tlennon@chippewanaturecenter.org) or 400 S Badour Road, Midland, MI 48640

**Application Deadline:** Position is open until filled

**Overview:** CNC is a nonprofit, environmental education organization. Its mission is *to connect all people to nature through educational, recreational and cultural experiences*. The 1,500-acre property includes woodlands, fields, ponds and rivers. CNC's facilities consist of a Visitor Center with a River Overlook, Ecosystem Gallery, Wildlife Viewing Area and more; an 1870s Homestead Farm complex; Nature Preschool; an arboretum and 19 miles of trails. Visit [www.chippewanaturecenter.org](http://www.chippewanaturecenter.org) for more information.

**Equal Opportunity Employer:** CNC is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, sex, sexual orientation, gender identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws.