



Friends of Sausal Creek

PROMOTING WATERSHED AWARENESS

Nursery Manager

Friends of Sausal Creek (FOSC) is a volunteer-based, nonprofit, community organization dedicated to promoting awareness, appreciation, and stewardship of Oakland's Sausal Creek Watershed, which drains to San Francisco Bay. FOSC's mission is to restore, maintain, and protect the watershed. We educate future generations, involve the community in local environmental stewardship, and collaborate with agencies and other nonprofits to have a positive impact on the local ecosystem.

Definition

The nursery manager will be responsible for managing the FOSC Native Plant Nursery in Joaquin Miller Park. FOSC's nursery programs rely on volunteer labor, so outreach to FOSC's volunteer base and coordination of volunteers is an essential part of the job.

Nursery management will involve growing approximately 6,000 local native plants annually with students and volunteers, including working with the restoration manager to develop planting plans and production schedules for FOSC restoration projects, growing plants for and coordinating FOSC's annual native plant sale and nursery open house, propagule collection in local parks, seed cleaning, treatment and sowing, transplanting, and pest and facilities management. The selected candidate will implement and maintain best management practices for producing clean nursery stock and should have working knowledge of the techniques, materials, and equipment used in propagation of California native plants.

Terms, Schedule, and Direction Received

This is a part-time position. The rate of pay is \$18-\$22 per hour, depending on experience. The number of hours required is 15-20 hours per week. The work schedule is somewhat flexible, but the manager must be able to work at least two Saturday afternoons each month (the 2nd and 4th Saturdays) and one Sunday in October (date TBD) for the native plant sale. The manager will be responsible for his/her own transportation, including transporting tools and nursery plants to work sites. Travel to and from work sites and work-related meetings is reimbursable. Workers' Compensation Insurance is provided. One hour of paid sick leave is accrued for every 30 hours worked. After one year of employment, employee earns one week of paid personal time off each year (based on average hours/week). Successful completion of a background check, proof of negative TB results, and proof of personal auto insurance is required.

The nursery manager will receive support from the restoration manager and guidance and direction from the executive director and FOSC board of directors. Because there is no centralized office, it is essential that the selected candidate have the experience and motivation to work independently with minimal day-to-day supervision while keeping appropriate parties informed.

General Characteristics and Required Skills

The qualified candidate must have local California native and nonnative plant identification skills and adequate knowledge of the theory and practice of ecological restoration, plant biology, and plant communities, local habitat types, and watershed functions. The candidate must have demonstrated plant propagation skills and knowledge about germination, biosecurity, soil hygiene, and irrigation systems. A degree in a related field of study or two years nursery work experience is required. The selected candidate must enjoy working with people, be flexible and adaptive as needs arise in regard to grant obligations, and should have experience coordinating groups of volunteers of various ages, ethnicities, and numbers. Position requires some heavy lifting, hiking on rough terrain, and long days outside.

The successful candidate should have the ability to:

- Plan and implement nursery projects and events, conduct outreach to established and new volunteer groups, and foster relationships with group leaders

- Facilitate groups of volunteers, including leading student field trip groups—this entails leading face-paced workdays with multiple activities occurring at the same time
- Develop and follow work and production plans and timelines
- Plan for and work with volunteers to produce and maintain healthy plants for restoration efforts and FOOSC's annual plant sale, following best management practices
- Train and supervise interns
- Lead and facilitate the nursery committee
- Manage and maintain nursery structures and irrigation
- Purchase and maintain tools and supplies, track project budgets
- Nurture relationships with city staff and site leaders
- Understand mission of programs and anticipate future needs; assist with grant writing and reports
- Perform several tasks concurrently, meet deadlines and work with changing priorities
- Engage in computer work and data entry; have a good working knowledge of word processing, database, and spreadsheet software; experience using Salesforce is a plus
- Work independently and also accept feedback from the restoration manager, the executive director, board members, and volunteers
- Communicate effectively both orally and in writing

Applications will be accepted until the position is filled. To apply, please email a thoughtful resume and cover letter to Executive Director Kimra McAfee at coordinator@sausalcreek.org.