

Bluff Lake Nature Center

Position Description: Land Manager

Salary Range: \$42,000 to \$46,000 Dependent on Experience, Plus Benefits

Start Date: Late August 2021 – Flexible

Application Deadline: Rolling

Application Process: Please submit a resume and cover letter, clearly illustrating candidate's strengths as related to this position description, to Executive Director Rachel Crouch at rcrouch@blufflake.org. Additional information available at www.blufflake.org.



Organizational Overview:

Bluff Lake Nature Center (BLNC) is an urban wildlife refuge located in Denver, Colorado. Our mission is to educate and inspire people of all ages to respect, protect, and connect with our natural world. Our Education Team works with over 10,000 people from diverse backgrounds each year through field trips, summer camp, and family programs. Our Site Management Team manages our 123-acre site (which contains wetlands, prairie, and riparian habitats) through site restoration, volunteer projects, and habitat monitoring. On average BLNC sees over 80,000 visitors per year.

General Summary of Position:

BLNC's Land Manager reports directly to the Executive Director (ED) and works closely with the BLNC Natural Resource and Site Management Committee (NRSMC), staff members, and a cadre of dedicated volunteers. The Land Manager is directly responsible for the overall safety, cleanliness, accessibility, and ecological health of the 123-acre BLNC site. The position is also a point of contact for many visitors and stewardship volunteers. About 90% of work time occurs at the BLNC site. The position is a full-time position with a salary range of \$42-46K, depending on qualifications.

The responsibilities of the Land Manager include the following:

Natural Resource Management (40%)

- Regularly inspect the site and identify work needed to protect wildlife and native vegetation, control invasive weeds, manage out-of-balance populations according to internal plans, and address any other threat to the health of the natural area
- Conduct short and long-term surveys monitoring vegetation, wildlife, and visitor usage
- Prepare regular work plans that incorporate high priority work needs, and use the plans to organize and be accountable for stewardship work
- Coordinate, manage/supervise, and report activities for variety of onsite stewardship support crews including weekly volunteers who help with weed control and habitat improvement projects, youth seasonal crews, corporate volunteer groups, school/scout volunteer groups, and high school and college site interns.
- Participate on BLNC's Natural Resource and Site Management Committee, consulting with group to discuss site priorities and projects.

Site Maintenance and Security (30%)

- Regularly inspect the site and facilities to identify work needed to ensure the safety, accessibility, cleanliness, and aesthetic appeal of BLNC, especially along the trails, in the parking lot, and at all visitor facilities
- Perform needed repairs and improvements through a combination of work by the Land Manager, volunteers, interns, and contractors
- Maintain site maintenance supplies such as tools, equipment, and
- Supervise and coordinate with BLNC Gate Contractor to ensure opening and closing of the gate and general security
- Ensure snow removal when needed

Visitor Support (15%)

- Closely coordinate with education team to support staff and volunteers in their preparation and conduct of school, summer camps, and other programs

- Make contact with visitors to ensure they have basic information about BLNC and understand its rules
- Enforce rules as necessary, working with local enforcement agencies when required
- Help track visitor numbers and related information
- Provide temporary signage if needed to inform visitors of closures, work disturbance, and other unusual activities
- Assist with the logistical implementation of special events held at the site

Administrative (15%)

- Manage yearly Site Budget, working with Executive Director to identify both ongoing and project based expenses.
- Manage onsite contracts including but not limited to waste removal, weed management, and security
- Communicate frequently with onsite stewardship support crews (as listed above) and report on activities
- Maintain relationships and be the on-site liaison with outside agencies (Aurora Open Space, Denver Parks and Rec, Rocky Mountain Arsenal, Colorado Parks and Wildlife, etc.)
- Reply to emails within two business days, either at the office or via remote connections from a remote computer
- Cooperate on providing information for, and review of, grant applications relevant to site-related work

Working Conditions

The Land Manager, consulting with the ED and NRSMC, will determine seasonal work priorities based on time and resource availability, condition of the site, and urgency of natural resource and site and facility management issues. Work is largely physical and outdoors throughout the year and in all conditions at a 123-acre property (currently without utilities). Longer hours are common during the summer months as the days are longer. The normal work week is Tuesday through Saturday but there can be significant variation depending on organizational events and needs. Work schedules may change depending on the season and in response to special activities or needs. There is some direct supervision of others, including the BLNC Gate Contractor, site interns, volunteers, and periodic work groups.

Qualifications

- Strong commitment to BLNC and its mission of making nature and natural resources more accessible and equitable
- Graduation from an accredited college or university with a bachelor's degree in wildlife ecology, landscape ecology, spatial ecology or closely related field AND professional experience in wildlife research, wildlife management or closely related field.
- Practical knowledge of natural resource conservation and enhancement practices, including at least moderate knowledge of native flora and fauna
- Ability to work independently and on multiple projects
- Desire and ability to communicate clearly and positively, and cooperate well, with co-workers, volunteers, visitors, contractors, partners and others
- Ability to problem solve, show initiative, and make sound decisions needed to fulfill job duties and meet organizational objectives
- Basic computer skills such as Xcel, Word, and email
- Knowledge and experience of contract management, budgeting and reporting preferred
- Skills in operating and maintaining a variety of machinery, power tools, and hand tools preferred
- Spanish language skills a plus

Compensation and Benefits:

Full time employees are entitled to compensation commensurate with experience. The target salary range for this position is \$42-46,000. Benefits for full-time employees include health, dental, and vision insurance, paid vacation, holidays, and parental leave, professional development opportunities, and Simple IRA with matching contributions.

Bluff Lake Nature Center is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.