

## Bluff Lake Nature Center

**Position Description:** Natural Resource Manager

**Salary Range:** \$45,000 to \$50,000 Dependent on Experience, Plus Benefits

**Position Classification:** Full-Time (40 hours/week), Exempt

**Start Date:** December 2022/Early January 2023

**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 Hutchens at [rachel@blufflake.org](mailto:rachel@blufflake.org). Additional information organizational available at [www.blufflake.org](http://www.blufflake.org).



### Organizational Overview:

Bluff Lake Nature Center (BLNC) is a nonprofit urban wildlife refuge located in Denver, Colorado. BLNC educates individuals to be engaged, resilient, and curious; conserves a natural area in the city; furthers equity in outdoor access; and nurtures the health and well-being of communities and ecosystems. Our Education Team works with over 10,000 people from diverse backgrounds each year through field trips, summer camp, and family programs. Our Refuge Management Team manages our 123-acre site (which contains wetlands, prairie, and riparian habitats) through site restoration, volunteer projects, and inventory and monitoring projects. On average BLNC sees over 85,000 visitors per year.

### General Summary of Position:

BLNC's Natural Resource 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 Natural Resource Manager is directly responsible for the overall ecological health, safety, cleanliness, and accessibility of the 123-acre site, as well as management of the Refuge Management Team. The Natural Resource 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. The normal work week is Monday to Friday but there can be significant variation depending on organizational and site needs.

### The responsibilities of the Natural Resource Manager include the following:

#### Natural Resource and Research Management (50%)

- 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 wildlife, vegetation, water quality, and visitor usage, independently or in collaboration with interns and volunteers
- Following established protocols, continue long-term inventory/monitoring projects, and design new studies
- Manage BLNC's ArcGIS program, creating maps, integrating public data, managing geodatabases, and creating visuals for social media, the BLNC website, etc.
- Prepare regular work plans that incorporate high priority work needs, and use the plans to organize and be accountable for stewardship work
- Establish and maintain relationships with other nonprofits and land management agencies as well as local high schools and post-secondary institutions to develop BLNC as a scientific community resource.
- Be the point-of-contact for high school and university students seeking to conduct research studies at BLNC, teachers of field biology and research methods field courses, and partner events such as Bioblitz's

#### Refuge Team and Partnership Management (20%)

- Hire, supervise, and work closely with BLNC Site Technician and BLNC Gate Contractor, reviewing work and providing feedback and support at regular intervals
- 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 or school/scout volunteer groups, and high school and college site interns
- Design and manage science internships for different ages/experience levels, mentor early career scientists
- 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.)

### Site Maintenance, Security, and Visitor Support (15%)

- Carry out BLNC's mission, vision, and values in all interacts with visitors
- 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
- Regularly inspect the site and facilities to identify work needed to ensure the safety, accessibility, cleanliness, and aesthetic appeal of BLNC
- Support Site Technician in the preparation of regular work plans that incorporate high priority work needs
- Assist Site Technician with projects as needed, and take over all Site Technician duties when that position is vacant (*please see additional job description below for duties, anticipated hiring date March 2023*)
- Coordinate with the Education Team to support their preparation and implementation of programming

### Administrative (15%)

- Manage yearly Site Budget, working with ED to identify both ongoing and project-based expenses
- Manage onsite contracts including but not limited to waste removal, weed management, and security
- Ensure proper collection and recording of volunteer hours and visitor numbers
- Communicate frequently with onsite stewardship support crews (as listed above) and report on activities
- Lead BLNC's Natural Resource and Site Management Committee, consulting with group to discuss site priorities and projects
- Reply to emails within two business days
- Cooperate on providing information for, and review of, grant applications relevant to site-related work

### **Qualifications**

- Strong commitment to BLNC and its mission of making nature 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
- Demonstrated knowledge of ArcGIS Pro, experience with mobile apps, e.g. Avenza/Field Maps, preferred
- Experience with game cameras, water quality equipment, and large dataset management preferred
- 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

### **Compensation and Benefits:**

Full time employees are entitled to compensation commensurate with experience. The target salary range for this position is \$45,000 to \$50,000 . Benefits for full-time employees include health, dental, and vision insurance, paid time off, holidays, and parental leave, professional development opportunities, and Simple IRA with matching contributions up to 3%.

*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.*

*We believe human beings are positively impacted when nature is an accessible part of their lives. We acknowledge that human impact continues to shrink Colorado's beautiful natural spaces, that much of outdoor space in Colorado is not accessible to its residents and visitors, and that many barriers exist to keep marginalized communities out.*

*With that in mind, we hope that the land we manage and the programs we offer are welcoming for everyone to enjoy. We aim for land management practices that are sustainable and ensure the natural value of the site exists long into the future. We hope that individuals are encouraged to create their own connections with nature. We acknowledge that not everyone will choose to participate and that is okay. We want to meet people where they are and promote individual agency around nature.*

## Bluff Lake Nature Center **(NOT HIRING CURRENTLY)**

**Position Description:** Site Technician (anticipated hiring Spring 2023)

**Hourly Range:** \$xxx/hour Dependent on Experience

**Position Classification:** Part-Time (20 hours/week), Non-Exempt

**Start Date:** March 2023 – Flexible

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### **Organizational Overview:**

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### **General Summary of Position:**

BLNC's Site Technician reports directly to the Natural Resource Manager and works closely with the BLNC Natural Resource and Site Management Committee (NRSMC), staff members, and a cadre of dedicated volunteers to determine seasonal work priorities based on time and resource availability, condition of the site, and urgency of site and facility management issues. The Site Technician oversees the overall safety, cleanliness, and accessibility of the 123-acre BLNC site as well as serving as a point of contact for many visitors and stewardship volunteers. 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, and is also very flexible based on candidates availability. Work schedules may change depending on the season and in response to special activities or needs. There is some direct supervision of others, including site interns, volunteers, and periodic work groups.

### **The responsibilities of the Site Technician include the following:**

#### Site Maintenance and Security (70%)

- 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
- Coordinate, manage/supervise, and report activities for variety of support crews including youth seasonal crews, corporate or school/scout volunteer groups, and high school/college site interns
- Perform needed repairs and improvements and maintenance activities (e.g. trash management) independently or in cooperation with volunteers, interns, and contractors
- Maintain supplies such as tools, equipment, and consumable materials
- Maintain the BLNC truck and schedule repairs when necessary
- Maintain all site security features, including parking lot security cameras, locks, signage, etc.
- 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, including maintaining trail counter devices
- Install 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%)

- Prepare regular work plans in collaboration with the Natural Resource Manager that incorporate high priority work needs, and use the plans to organize and be accountable for maintenance work

- Purchase materials for maintenance projects, save receipts and report site-related expenses to Natural Resource Manager
- Be point-of-contact for onsite contracts including but not limited to waste removal and security
- Communicate frequently with onsite stewardship support crews (as listed above) and report on activities
- Participate on BLNC's Natural Resource and Site Management Committee, consulting with group to discuss site priorities and projects.
- Reply to emails within two business days
- Cooperate on providing information for, and review of, grant applications relevant to site-related work

### **Qualifications**

- Strong commitment to BLNC and its mission of making nature and natural resources more accessible and equitable
- Must be able to use basic hand tools, power tools, and specialized tools as appropriate
- Experience in carpentry, trail/road maintenance, and fencing strongly preferred
- Demonstrated ability to operate a chainsaw preferred
- 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
- Spanish language skills a plus

### **Compensation and Benefits:**

Part-time employees are entitled to compensation commensurate with experience. The target salary range for this position is \$xxx/hour. Part-time employees do not qualify for most BLNC benefits other than expense reimbursements, paid time off, and overtime.

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