Santa Fe Botanical Garden
YCC Crew Job Description

Job Details

Title:	YCC Crew	**Supervisory:**	No
Department:	Education	**Pay Grade:**	Hourly
Reports to:	YCC Lead	**Created Date:**	January 12th, 2017
Classification:	32hrs/week, temporary	**Application Due:**	April 12th, 2017
Other Requirements:	Applicants must have been a resident of NM for 6 months Applicants must be 25 yrs old or younger for the course of the project	**Include:**	Resume Cover letter Three references
Submit Application to:	Mollie Parsons mollie@santafebotanicalgarden.org Santa Fe Botanical Garden 725 Camino Lejo, Suite E Santa Fe, NM 87505		

Purpose of Position

Plan, implement, and oversee Master Naturalist Curriculum creation. Work closely with other YCC crew members. Restore habitat, create and maintain trails for the Santa Fe Botanical Garden

Core Competencies

- Collaborative Team Player
- Clear Communication, Written, Verbal, and Phone
- Organizational skills
- Problem solving
- Interest and/or knowledge of natural resource management
- Self-motivated
- 21-25 years old
- 6 month resident of NM
- Computer literate, including Word and PowerPoint
- Desire to learn
- Preferred: Clean drivers record and current drivers license
- Preferred: Access to a reliable vehicle
- Preferred: High school degree or equivalent experience
- Strong Interpersonal Skills
- Flexibility in work environment

Essential Functions and Responsibilities

Master Naturalist Responsibilities:

- Research other successful Master Naturalist programs
- Meet with other New Mexico Master Naturalist chapters
- Work with the advisory board to outline project needs and report progress to the advisory committee
- Meet with stakeholders (individuals, businesses, nonprofits, educational institutional, and governmental agencies) to better understand the needs of natural resource management in NM
- Develop MN goals, experiences, timeline, and curricula as a final document
- Explore other audiences for the finalized curriculum, including high school or college students
- Find and document locations, speakers, and field studies for MN Training

- Build and maintain a website
- Collaborate with crew leader to complete tasks according to direction and on time

Santa Fe Botanical Garden Responsibilities

- Collaborate with the SFBG Director of Sites and Special Projects to develop a list of plants to target for removal
- Maintain trails through mulching, removal of plants encroaching on trails, and other methods
- Remove invasive species, working with the Adopt an Invasive SFBG program
- Research and identify native plants to replace invasive species
- Build benches with wood harvested from invasive tree species they will remove from the Wetland
- Collaborate with the Institute for Applied Ecology, a partner helping with restoration of Monarch and pollinator habitat on SFBG property, to create an area dedicated to promotion of milkweed and nectar plants for pollinator habitat
- Attend classes and outings offered by SFBG and partners
- Work with team to create a presentation for the public, celebrating work accomplished over the course of the project
- Learn to build and maintain a website
- Document restoration and improvement progress through a website

Other Requirements:

- Some weekend and occasional evening hours required, necessitating a flexible schedule.
- Strong communication skills, both writing and oral.
- Collaborative and flexible personality.

Physical Requirements

	Regularly	Frequently	Occasionally
Sitting	☐	X	☐
Standing	☐	X	☐
Walking	X	☐	☐
Climbing/Balancing	☐	X	☐
Reaching – with Arms and Hands	☐	X	☐
Stooping/Kneeling/Crouching/Crawling	☐	X	☐
Talking	X	☐	☐
Hearing	X	☐	☐
Feeling/Touching	☐	X	☐
Vision – Close, Peripheral, Depth, Ability to Adjust Focus	X	☐	☐
Other: Lifting up to 40 lbs	X	☐	☐
Other: Working outside in heat and variable conditions	☐	X	☐

Educational Requirements

Degree/Diploma	Program of Study	Required/Preferred
Bachelor's Degree or similar experience		Preferred

High School Diploma or similar experience	Preferred

Experience Requirements

Years of Experience	Type of Experience	Required/Preferred
1 year	Professional work environment	Preferred