

**EAGLE'S NEST FOUNDATION**  
**Part-Time Garden Manager Job Announcement**  
**Beginning May 2019**

Eagle's Nest Foundation is a non-profit organization located in Pisgah Forest, North Carolina that promotes the natural world and the betterment of human character through experiential education programs. Eagle's Nest Foundation supports three programs: Eagle's Nest Camp for boys and girls ages 6-17, Hante Adventures for teens, and The Outdoor Academy, an academic semester school for 10<sup>th</sup> grade students.

**POSITION SUMMARY**

The Eagle's Nest Foundation Garden Manager is responsible for the oversight of the Eagle's Nest gardens and composting systems, and is the person who does the majority of the actual physical labor associated with cultivating the garden. The Eagle's Nest garden is a modest but dynamic 2-acre garden focused mainly on production of annual vegetables with a strong educational component involving students and campers. The Garden consists of a high tunnel, a small greenhouse, a garden cottage, a large composting system, raised and keyhole beds and rows. The Garden should resemble a highly functional small production farm, providing high quality products to our kitchen. Our Garden to Table program is integral to supporting our sustainability goals. The Garden will provide space for classes, workshops and hands-on learning.

The Garden Manager is supervised by The Outdoor Academy Director and the Camp Director, and works closely with the Property Manager for maintenance support, the Whole Foods Program Manager for coordination of produce planting and harvesting, and the Eagle's Nest Camp Program Manager for coordination of garden related programming.

**RESPONSIBILITIES**

**Yearly through all seasons and both programs, the Garden Manager is responsible for:**

1. Creating a strategic plan and calendar for the garden for each season that is in line with the Garden vision.
2. Working with the Whole Foods Program Manager to create and implement plans for seasonal planting that will support the Garden to Table program.
3. Creating and implementing a five-year crop rotation plan.
4. Overseeing and performing planting, maintaining, harvesting, processing, composting, and storage process for the garden produce.
5. Overseeing the purchase, care, and proper use of all garden equipment.
6. Creating and implementing a plan to track garden activities and outcomes.
7. Creating and overseeing the garden budget and reporting all billing and expenses to Finance Director or their designee.
8. Creating and maintaining a system for analyzing the cost / benefit of having a garden.
9. With the support of the Marketing Coordinator, informing our constituency about the garden through photos, articles for the newsletter, and blog posts.
10. Assisting with all Reunions, October Representative/Trustee/Semester Leader weekend, and any other events that will involve garden activities.
11. Contributing to the long range planning for the garden and food production.
12. Following all plans for safety and risk management.

**OUTDOOR ACADEMY RESPONSIBILITIES**

1. Collaborate with other faculty and staff to integrate Eagle's Nest gardens with other disciplines.
2. Assist the OA Crafts Coordinator with creating short, three- to four-week gardening units once or twice during each semester.
3. Work with faculty and students to coordinate any work crew activities related to the garden.

## **EAGLE'S NEST CAMP RESPONSIBILITIES**

1. Create curriculum and goals for teaching gardening and composting.
2. Serve as a mentor for the gardening teachers. Coordinate gardening class tasks with teachers.
3. Create broad curriculum and objectives for gardening class.
4. Be the mentor for the Garden Interns and work with the Intern Coordinator to supervise them.
5. Evaluate interns.

## **REQUIREMENTS**

1. Must be at least 19 years old
2. Valid driver's license
3. CPR and First Aid certification (course can be provided by ENF)
4. Background Check post job offer

## **EDUCATION/WORK EXPERIENCE**

1. Minimum of High School Diploma or GED with focus in applicable discipline or related field, Bachelor's degree preferred
2. Prior gardening experience in an educational setting
3. Prior gardening teaching/mentoring experience
4. Ability to operate small gardening equipment safely

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

1. The majority of work will be conducted on campus. Occasional trips off site to obtain supplies may occur.
2. The ability to work outside in the garden areas with varying weather, temperature fluctuations and in conditions with pollen, dirt, dust and odors.
3. The ability to walk, stand, bend, stoop, and kneel for extended periods.
4. The ability to lift and carry up to 50 pounds frequently.
5. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

## **SCHEDULE**

Hours are roughly defined between the employee and their supervisor(s) and may be adjusted to meet the needs of the planting and growing season. Generally during February thru early April and mid-September thru mid-December, the position will average 25 hours per week and early April thru mid-September will average 35 hours per week. The majority of work will be performed on weekdays, though flexibility is needed to work weekends as needed to fulfill garden demands.

## **COMPENSATION AND BENEFITS**

Eagle's Nest provides an hourly rate for this part-time position (no housing available). Part-Time benefits include retirement plans, paid time off (accrued vacation, sick and Holiday time), Camp and OA discounts, and pro deals. Lunch is available when served through the Dining Room on class days while OA and Camp programs are in session during time worked. Specific benefits are outlined in the employment agreement.

## **TO APPLY**

Email resume and cover letter to [hr@enf.org](mailto:hr@enf.org).  
Attention: Andrea Haulk, Payroll & HR Manager  
Eagle's Nest Foundation  
43 Hart Road  
Pisgah Forest, NC 28768  
Email: [hr@enf.org](mailto:hr@enf.org)

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