

EAGLE'S NEST FOUNDATION
Garden Manager and Property Assistant
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 10th grade students.

POSITION SUMMARY

Garden Manager

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 plot 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. They work 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.

Property Assistant

The Property Assistant portion of this position is secondary to the Garden Manager role and is supervised by the Property Manager. The Property Assistant helps with maintaining the grounds and assisting with facility maintenance with direction from the Property Manager.

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.

Yearly, and primarily in the slower gardening months, the Property Assistant will:

- Cut lawns, trim and edge walkways, flower beds
- Prune shrubs and trees to shape and improve growth or remove damage
- Maintain clean grounds, including trails, and remove litter

- Plant grass, flowers, trees, and shrubs
- Assist with minor facility repairs
- Paint
- Other duties as assigned by property manager to maintain the campus

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. Clear driving record to operate company vehicles (preferred)
4. Ability to operate equipment safely (tractors, mowers, edgers, etc.)
5. Enjoy working in an active community with children of all ages
6. CPR and First Aid certification (course can be provided by ENF)
7. 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
5. Experience mowing and edging lawns
6. General facility maintenance experience preferred

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 and other campus 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 January thru early March and October thru December, the position will have a heavier focus on Property Assistance. During mid-March thru September, the position will be primarily focused on Garden Management. 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 a salary (no housing available), contributory healthcare benefits, retirement plans, paid time off, 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.
Attention: Andrea Haulk, Payroll & HR Manager
Eagle's Nest Foundation
43 Hart Road
Pisgah Forest, NC 28768
Email: hr@enf.org

Eagle's Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.



GARDEN MANAGER AND PROPERTY ASSISTANT APPLICATION

Name: _____ Date: _____

CURRENT ADDRESS

PERMANENT ADDRESS

Street / PO Box: _____ Street / PO Box: _____

City, State & Zip _____ City, State & Zip _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ E-mail: _____

Driver's License State, Number and Class: _____

EDUCATION/CERTIFICATIONS

Schools and Colleges Attended	Major Subjects	Degree or current status	Years

EMPLOYMENT EXPERIENCE

List most recent experience first

Employer: _____ Dates: _____

Address: _____

Position held: _____ Phone: _____

Supervisor: _____ Email: _____

Reason for leaving: _____

Employer: _____ Dates _____

Address: _____

Position held: _____ Phone: _____

Supervisor: _____ Email: _____

Reason for leaving: _____

Employer: _____ Phone: _____

Address: _____

Position held: _____ Dates: _____

Supervisor: _____ Email: _____

Reason for leaving: _____

OTHER RELEVANT PROFESSIONAL EXPERIENCE

PERSONAL REFERENCES

No relatives, please

Name:	Phone:
Relationship to applicant:	Email:
Name:	Phone:
Relationship to applicant:	Email:

SKILLS INVENTORY

Please indicate below your experience and comfort level with each of the following job functions:
 1 = no prior experience; 2 = little experience; 3= significant experience; 4 = expert

GARDEN	
	Permaculture techniques
	Organic gardening techniques
	Crop planning with Whole Foods Program Mgr.
	Produce preparation for commercial kitchen
	Tiller Use _____ Tractor Use _____
	Compost system management
	Bee Keeping
	Experience working with hoop or green houses

EDUCATION AND MANAGEMENT			
	Teaching young children		Budgeting and financial record keeping
	Teaching teens		Garden production tracking
	Supervising Interns		Working with Health Dept.
	Lesson preparation		Working with Property Management
PROPERTY ASSISTANCE			
	Mowing & Weed Trimming		Carpentry
	Landscaping		Plumbing
	Trail Work/Restoration		Roofing

Please respond to the following questions on a separate sheet of paper:

1. Why would you like to be the Garden Manager/ Property Assistant at Eagle’s Nest Foundation?
2. What do you find most enjoyable and challenging about this line of work?
3. In your opinion, what are the most important guiding principles for managing, and advancing the productivity of a garden such as ours?
4. What ideas do you have for developing the educational component of the garden program, and integrating the garden into our programs?
5. Describe your experience with agriculture in cooperation with a food service program? What strategies do you believe are important in coordinating a garden-to-table program?
6. Do you have experience working in a non-profit, camp or educational setting? If yes, describe.
7. What do you enjoy most about property management?
8. Is there anything not included in your resume or application that you would like for us to know?

Have you ever been convicted of a moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:	Have you ever been convicted of a criminal offense for which you could have received a sentence of jail time or imprisonment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:

How did you learn about Eagle’s Nest Foundation?

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies of Eagle's Nest Foundation as outlined in the Employee Handbook. I agree that before I arrive, I will have a physical exam by a physician and submit an Eagle’s Nest Foundation medical form including immunization records before starting. I give Eagle’s Nest Foundation the right to conduct a background check. I certify that the facts provided on this application are true and complete to the best of my knowledge and authorize Eagle’s Nest Foundation to verify their accuracy and to obtain reference information on my work performance. I release Eagle’s Nest Foundation from any/all liability of whatever kind and nature which could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal.

Signed:	Date:
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Eagle’s Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.

Eagle’s Nest Foundation • 43 Hart Road • Pisgah Forest • NC • 28768
 Phone: 828-877-4349 • Fax: 828-884-2788