



ORGANIZATION

The Wildlands Conservancy (TWC) is a private nonprofit public benefit organization whose mission is to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

FUNDING SOURCE

An intuitive, self taught and lifelong lover of gardens, nature, and wilderness, the late **Ruth Marion Miles Borun** (1924-2018) worked with landscape architects and master horticulturalists for over 50 years to create a horticultural treasure at the Borun family home, featured in magazines and books on gardens. This full-time *temporary* position is a grant-funded fellowship honoring Ruth Borun's dedication to nature and recognizes gardens as places of beauty, sharing and learning.

LOCATION

The primary worksite is the Oak Glen Preserve, a 909-acre nature preserve located in Oak Glen, CA, home to the Conservancy's Southern California Montane Botanic Garden and Children's Outdoor Discovery Center. The position includes working on projects at other preserves in the San Bernardino Mountains Region, such as the wetlands restoration project at the Bluff Lake Reserve near Big Bear Lake. <https://wildlandsconservancy.org/preserves/oakglen>

THE POSITION

The fellow will work alongside passionate botanists and conservationists, engaging in a variety of hands-on activities that contribute to the garden's mission of research, education, habitat restoration, and connecting people with nature. During the six-month temporary position, the fellow will assist in maintaining the garden's extensive collection of plants native to the species-rich San Bernardino Mountains, honing their skills in plant care, propagation, and cultivation techniques. They

may also participate in research projects involving restoration ecology, rare and endangered species, or monitoring the impact of climate change on ecosystems. Additionally, they will have the opportunity to engage with visitors, providing information about the garden's flora and fostering an appreciation for the unique plants that thrive in this diverse ecoregion.

This full-time *temporary* position is available from June through November 2024. Primarily an outdoor position working in all weather conditions; requires regular and punctual attendance.

ESSENTIAL FUNCTIONS

Maintains garden and grounds, including weeding, pruning, mulching, and watering.

Assists in the planting of trees and native plants, garden plan execution, bed and plant preparation, as well as cleaning and upkeep of pond features.

Installs and maintains garden interpretive signs.

Assists in weekly care of greenhouse and nursery plants, including watering, fertilizing, pruning and planting.

Assists in clearing and maintaining garden trails.

Assists in habitat restoration programs for oak woodlands, riparian corridors, native gardens, and manual eradication of exotic plants.

Responsible for watering the garden and assisting with installation and maintenance of water and irrigation systems.

Operates gas and battery-powered equipment (primarily leaf blowers & weed whips) and a variety of hand tools.

Assists rangers and education staff with seasonal or special event crowd management during times of high visitation on the preserve.

Keeps all work areas clean and orderly using good housekeeping techniques, returns tools to their proper storage space after use. Operates and maintains tools, equipment, and vehicles in a safe manner. Follows proper safety standards, practices and procedures at all times

Cleans up debris and removes litter, maintains the garden to create a well-maintained condition.

Effectively relates TWC's mission to the general public and interacts positively with visitors, residents, and community groups. Greets visitors, provides access and other information to the general public, ensures their safety, and enforces preserve rules and regulations. Engages visitors to sign up for our [Behold the Beauty Association](#).

Demonstrates good people and communication skills, and works cooperatively with others.

Immediately informs rangers or management of any emergencies, incidents, safety concerns, or maintenance needs.

Performs other duties and special projects relating to land stewardship as assigned.

QUALIFICATIONS

- Passion for gardening! Seeking hands-on experience.
- Degree or Certificate in a related field (horticulture, botany, ecology) a plus.

- Ability to operate a motor vehicle, possession of a valid Driver's License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards. Pass Live Scan criminal history background check, physical, and drug screen (post-job offer).
- Positive, upbeat, and enthusiastic about working in a non-profit environment.

PHYSICAL DEMANDS

- Perform outdoor work in all weather conditions, and a variety of altitudes.
- Walk a minimum of six miles on uneven terrain. Lift, carry, pull and push a minimum of 50 pounds. Perform routine standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, operating a motor vehicle; perform standard work functions such typing, learning, speaking on radio, telephone, and in person.

COMPENSATION & CLASSIFICATION

Pay is \$18.00 per hour, temporary, non-exempt, full-time, 40 hours per week (five 8-hour shifts) with full-time benefits package which includes medical, dental, vision, 401(k), flexible spending account, voluntary life & Accidental Death & Dismemberment insurance, Employee Assistance Program, paid vacation, sick, bereavement, jury duty, and holiday time. *In accordance with California's pay transparency requirements, the pay scale for the position is \$18 an hour due to its grant-funded status.*

EQUAL OPPORTUNITY EMPLOYMENT

The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Wildlands Conservancy is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an "at-will" basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employee's right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason. Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment or interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

HOW TO APPLY

To be considered for this position email your cover letter expressing why you make the ideal candidate along with your resume to jobs@wildlandsconservancy.org.