

Assistant Nursery Manager

Chesapeake Natives, Inc. at Mt. Airy Mansion Greenhouse

Rosaryville, MD 20772

Salary: \$32,000/year (1820hrs), 35hrs/week.

About Chesapeake Natives, Inc.

Chesapeake Natives, Inc. is a volunteer managed non-profit 501(c)(3) charity that has as its mission protecting, promoting, and propagating, local ecotype native species (LENS) of the Chesapeake Bay watershed. Our plant nursery currently produces close to 200 wild-sourced species of native perennials and is now expanding into the production of local ecotype shrubs and trees.

Job Summary

Chesapeake Natives plant nursery seeks dynamic and organized individual able to be the direct supervisor of a crew of 5-10 volunteers. The successful candidate must be able to do physical work, prioritize and assign production tasks, and resolve problems quickly and effectively in a fast-paced nursery environment. This is a 52-week, year-round position. The greenhouse is open 52 weeks a year. Monday to Friday is anticipated with 6-7 hours per day and flexibility to work occasional weekends and/or holidays. The position will be payrolled two-weekly, with holidays, 10 days of vacation, and health benefits.

The ideal candidate should be passionate about growing local ecotype native plants, have excellent people and management skills, and should have a greenhouse or nursery background in the production and planting of native plants. We have a great nursery team and we would love to hear from qualified candidates who would like to work in the unique historic environment of Rosaryville State Park.

Essential Duties and Responsibilities:

- Work with the Greenhouse manager for plant production and maintenance needs
- Maintain watering, soil, and weed control needs of the entire nursery (especially the shade house and pool areas)
- Work directly with senior management and the sales team to meet necessary production/sale schedules
- Drive and operate all production related equipment.
- Supervise a crew of volunteers to fulfill the necessary daily tasks related to species production, plant sales, and site maintenance
- Train, assist, and evaluate volunteers that report to you
- Maintain accurate inventory for entire nursery by section
- Record and report daily production numbers
- Participate in fulfilling plant orders, generating invoices and/or receipts and labeling (as required)
- Manage and prioritize the daily and weekly tasks for yourself and your crew
- Maintain training policies for volunteers that report to you

Experience Qualifications:

All of the following are preferred (A minimum of one is required)

1. Degree or certificate of completion in Agriculture/Plant science or related field of study from a college or vocational school
2. Prior work experience working with plants for at least 6 months, prior experience with native plants a plus
3. Prior supervisory experience working with volunteers for at least 6 months

Requirements and Expectations:

- Demonstrates from previous work experience clear communications skills, ability to multi-task and lead by example, self-motivation
- Demonstrates the ability to work well with a diverse team volunteers with a wide range of skills and abilities, and adjust programs to meet the needs of the volunteers
- Meets at minimum, the following general labor requirements: perform repetitive and physical tasks, bending for extended periods, lifting and carrying multiple potted plants of various sizes, and working in all weather conditions.
- Be able to read, write, and speak in English
- Be flexible to work occasional weekends and/or holidays to complete essential tasks
- Be able to maintain and enforce training policies for volunteers that report to you
- Learn and stay up to date on the plants we grow
- Must be proficient with Microsoft Excel and Microsoft Access, and able to work with social media and the Website
- Must be proactive about potential safety issues involving equipment, species, and personnel
- Must be able to keep up with industry changes in areas such as education, technology, and new products
- Must be able to work on-site at the Greenhouse Monday through Friday for at least 6 hours per day throughout the year

Job Type: Full-Time (35 hrs/week with benefits)

Salary: \$32,000/year

Please send your Cover Letter, Resume, and three References to:

Ms. Linda Gordon, Greenhouse Manager, linda@chesapeakenatives.org

Closing Date : February 23, 2018