



## Audubon Society of Rhode Island

### Property and Garden Steward

**Job Title:** Property and Garden Steward

**Location:** Audubon Nature Center and Aquarium, Bristol, RI

**Job Type:** Part-Time, Seasonal, May- September

**Reports To:** Director, Audubon Nature Center and Aquarium

**Salary:** \$15 hour

### Summary of Position:

The Seasonal Property and Garden Steward's primary responsibility is to assist the Audubon Facility Manager and Garden Coordinator with horticulture tasks and general property maintenance of the Palmieri Pollinator Garden, as well as the 28-acre Claire McIntosh Wildlife Refuge located at the Audubon Society of Rhode Island Nature Center and Aquarium in Bristol, RI. Task may include but are not limited to landscaping, upkeep of gardens, trails, planting, cataloging plants, maintaining boardwalks, grounds, and property borders. The candidate will be expected to follow all Audubon safety guidelines and quality standards in maintenance of the gardens and grounds.

### Key Responsibilities:

1. Maintain grounds and property by:
  - mowing, raking, trimming, weeding, pruning, and planting
  - maintaining trails, roadways, and parking areas
  - constructing and/or repairing fences, signs, boardwalks, and platforms
  
2. Maintain buildings and other structures by:
  - painting
  - performing carpentry duties
  - performing emergency repairs
  
3. Provide custodial and other facility related services as needed such as:
  - removing trash, debris and recycling materials
  - cleaning restrooms
  - general cleaning including cleaning windows, vacuuming carpets, and maintaining nature center exhibits



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- setting up, moving, and dismantling equipment necessary for Audubon educational programs in coordination with the education staff
4. Ensure the safe operation all equipment; keep equipment in working order by tuning, cleaning, sharpening, changing fluids, and scheduling needed service to equipment.
  5. Provide efficient and courteous service to the public by offering information about the site to visitors and responding to other visitor service requests

### **Time Commitment:**

- Up to 24 hours per week

### **Requirements:**

- Must be 18 years old or older.
- Interest in gardening, horticulture, pollinators and/or botany.
- Responsible and hard working.
- Must be comfortable using power tools, ride-on mower and other landscaping equipment
- Work requires physical exertion and/or physical strain and the ability to lift 35 lbs.
- Work environment may involve exposure to disagreeable elements such as summer heat.
- Willingness to take direction, accept feedback and ask questions.
- Have reliable transportation to and from Bristol, RI location.

### **To Apply:**

Audubon is committed to representing Rhode Island's diversity in our staff, volunteers, boards, and membership and creating a positive, inclusive workplace culture where all can thrive. We encourage anyone who is interested in this role to apply, regardless of whether you think you meet all the qualifications. The top candidates will have their own unique perspectives, experiences, and backgrounds.

Please send one PDF attachment including:

1. A cover letter expressing why you are a candidate for this position, your commitment to protecting nature, and how this position aligns with your professional career goals.
2. A resume.

Email your application to [careers@asri.org](mailto:careers@asri.org) with the subject line: "Property and Garden Steward"

*As an equal opportunity employer, all applicants are considered regardless of race, color, religion, gender, age, national origin, military status, veteran status, physical or mental disability, sexual orientation, gender identity, genetic information or any other characteristic protected by law*