



**Nursery Assistant/Propagule Collection Specialist
Marin Headlands Native Plant Nursery, Golden Gate National Parks Conservancy**

Overview

The Marin Headlands are part of the 80,000 acre Golden Gate National Parks, which extend from south of San Francisco to Olema in Marin County. The Marin Headlands Native Plant Nursery offers modern horticultural facilities overlooking the Pacific Ocean at Rodeo Beach, as well as the opportunity to participate in cutting edge ecological restoration projects. The Marin Headlands Nursery is one of five in the Park. The mission of the nurseries is to provide native plants for Park restoration efforts, to be a community & educational resource, and inspire community land stewardship.

The Golden Gate National Recreation Area (GGNRA) Nursery System seeks a Nursery Assistant to support all facets of operating and maintaining the nursery in the Marin Headlands. This position supports meeting annual propagation goals of 35,000-60,000 plants through extensive wild seed collection, plant care, routine maintenance & improvement of the nursery facilities, and special projects. This position also includes facilitating youth education programs, managing volunteers, and participating in outreach and recruitment efforts. An ideal candidate would be familiar with native plants of the Bay Area, have previous experience collecting & processing seed, propagating California natives from seed and cuttings, and be motivated to teach these concepts and techniques to others.

Primary Duties and Responsibilities

- Assist in the propagation, care, and maintenance of healthy nursery plants. Specific duties include stratifying seed, sowing, transplanting, watering, fertilizing, weeding, pruning, consolidating, taking inventory, and keeping detailed records.
- Co-lead all aspects of propagule collection. This includes determining collection goals, scouting for & accurately identifying plants, timing & collecting ripe seed, keeping detailed records of collections, mapping collection sites using GPS unit, and tracking overall progress.
- Process all wild collected seed: clean, dry, and properly store propagules. Maintain propagule inventory, organization, and keep detailed records.
- Co-lead volunteer programs: lead, teach, provide support to and motivate volunteers during Wed and Sat drop-in volunteer programs, and additional group volunteer programs.
- Collaborate with nursery manager and nursery intern in scheduling of nursery activities and prioritizing nursery work.
- Assist with greenhouse, shadehouse, and head house maintenance. This includes facilities cleaning, irrigation maintenance, and equipment repair.
- Complete administrative tasks such as record keeping and data entry, which requires attention to detail.
- Support nursery-based environmental education programs.
- Support volunteer outreach and retention efforts on behalf of the nursery.
- Work on special projects independently or in committee as needed; horticultural or other research may be involved.

Minimum Qualifications

- Minimum one-year full-time professional nursery propagation experience.
- Minimum 2 years college, or equivalent knowledge and experience, in at least one of the following areas: plant propagation, botany, restoration ecology.
- Demonstrated ability to hike and work safely & efficiently in the field.
- Proven proficiency in using a taxonomic key to accurately identify plant species.
- At least one season of experience in propagule collection of multiple species of seeds, bulbs, cuttings, and spores.

- Experience working with volunteers and/or education programs.
- Excellent written and oral communication skills.
- Ability to work both in a small team setting, and independently with little supervision.
- Proven ability to complete detail-oriented tasks.
- Ability to safely lift 30 lbs.
- Experience using MS Word and Excel software programs.
- Valid California driver's license and excellent driving record. Must qualify to use company vehicles.

Desired Qualifications

- Bachelor Degree in Horticulture, Nursery Management, Botany, Ecology or related field, or equivalent professional experience.
- Professional level experience with San Francisco Bay Area native plant species.
- Experience cleaning and processing a variety of seed types.
- Nursery experience specific to California native plant propagation and care.
- Experience with greenhouse equipment and facilities troubleshooting or repair.
- Practical experience with a community-based restoration program, especially in supervising volunteers of all ages and diverse backgrounds.
- Familiarity with GIS technology.

Salary/Terms: Full-time, grant-funded position, with a competitive salary and a generous benefits package. Preferred start date: early October, 2009. Tuesday through Saturday schedule required.

Apply by e-mail: Send resume and cover letter describing your achievement of the requirements by Thursday, September 3, 2009 to: Alisa Shor, Marin Headlands Nursery Manager, ashor@parksconservancy.org.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer and is committed to diversifying our employee base. All qualified applicants are encouraged to apply.