



SMITH RIVER ALLIANCE
Rock Creek Ranch Caretaker
JOB ANNOUNCEMENT
August 24, 2018

TITLE: Rock Creek Ranch Caretaker

STATUS: Permanent Part-time with full benefits (minimum 20 hours per week)

COMPENSATION: Based upon experience

AVAILABLE: OCTOBER 2018

DEADLINE: Resume and cover letter must be received by September 19, 2018

Background

The Smith River Alliance (SRA) is a nonprofit conservation organization founded in 1980 to protect and restore the natural resources of the Smith River watershed. Programs of the organization include: advocating science-based management of publicly owned watershed lands, conserving habitat through purchase, and promoting and implementing restoration and stewardship projects across the watershed.

SRA owns Rock Creek Ranch, which serves as a meeting-retreat destination and an environmental education facility for children, youth and adults. The organization hosts the Summer Adult Fish Count and other events throughout the year. A ranch house is infrequently rented to generate income and an Outdoor Use Area includes a kitchen, solar showers, composting toilets, yurt and campsites. The Ranch also has an orchard and an organic garden.

Rock Creek Ranch (RCR) is in a spectacular setting on the South Fork Smith River about 20 miles from Crescent City. Power is generated from a Sustainable Power System, which includes both micro-hydro and solar components.

Overview

RCR is a 175-acre property located on the Wild and Scenic South Fork Smith River about 20 miles from Crescent City. The ranch house has both wood heating and a propane furnace. Power for the entire property is generated from a Sustainable Power System. The ranch serves as a meeting-retreat and environmental education destination for children, youth and adults. The facilities support SRA program activities and is rented to groups who utilize the ranch house and the Outdoor Use Area, which has a kitchen, solar showers, composting toilets, yurt and campsites.

RCR hosts visitors year-round including school/college groups, guided fishing trips, kayakers and rafters, and work parties during the rainy season (October into June). Peak visitation occurs between July 1 and September 30th.

Role

The Caretaker at Rock Creek Ranch plays a key role in managing and maintaining the facilities, landscaping and systems, including the Sustainable Power System on the 175-acre property. Overall, the Caretaker is expected to monitor activities and facilities, greet visitors, provide hospitality support, recruit and support volunteer/service projects, provide a daily presence consistent with mission of SRA, and coordinate the work of laborers and vendors as needed.

The Ranch has a part-time staff of up to four: a Caretaker, laborers, and power systems advisor. The Caretaker works closely with the Management Team to prioritize management, maintenance, planning and hosting functions. Depending on skills and experience, the Caretaker may be involved in reservations and land stewardship projects.

Qualifications

Personal commitment to conservation, recycling and teamwork;
Will consider applications from individuals and/or couples;
Must be comfortable with some solitude in the winter and frequent visitors in the summer;
Excellent communication skills;
Familiarity with alternative power and sustainable living systems a plus;
Basic carpentry and light repair;
Computer literacy including proficient with email and basic word-processing;
Ability to operate maintenance power equipment, which may include lawnmower, hydraulic splitter, and chainsaw;
Self-starter, quick learner; effective at setting priorities, organizing workload, and meeting deadlines;
Flexible, detail oriented, independent worker, and also able to work well with a team; and
Possession of a valid driver's license and current auto insurance is required.

Physical & Mental Requirements of Job: All job functions listed above involve to a greater or lesser degree the following physical and mental demands: close vision, hearing/listening, clear complete speech, touching, finger & hand dexterity, walking, lifting, carrying, sitting; must be able to lift 25 lbs., perception/comprehension, exceptional judgment and decision-making skills.

Residency Requirement and Guest Caretaker Program

The Caretaker will reside in the recently completed Caretaker's unit. As described above, the Caretaker's presence at the Ranch is essential for security purposes, to host visitors and support programs, and to ensure proper operation and maintenance of facilities and systems. SRA recognizes the Caretaker will need time-off and time away from the Ranch. To this end, the Executive Director will work with the Caretaker to establish a work schedule. We also have a "Guest Caretaker" program whereby experienced individuals are recruited to stay at the Ranch as Guest Caretakers thereby enabling the Caretaker to take scheduled time away.

Auto Safety Policy

This position requires a valid driver's license and compliance with the SRA's Auto Safety Program. Employees may not drive SRA-owned/leased vehicles, rental cars, or personal vehicles on behalf of the SRA if considered "high risk drivers." Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee's motor vehicle record.

Application Procedure: Please email the following three (3) documents to patty@smithriveralliance.org

1. An electronic **resume** (preferably in PDF format) including salary history and three references
2. A **cover letter** (outlining qualifications for this position)
3. Three references

Please submit resume to Smith River Alliance, PO Box 2129, Crescent City, CA 95531 or patty@smithriveralliance.org

To learn more about Smith River Alliance see: <http://smithriveralliance.org>

SMITH RIVER ALLIANCE is an
EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER