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JOB ANNOUNCEMENT
Assistant Native Plant Nursery Supervisor

Literacy for Environmental Justice (LEJ) is a place-based nonprofit organization which for twenty years has strengthened at-risk communities *and* the natural environment in southeast San Francisco, with an emphasis on engagement with children and youth. Our work has ranged from campaigns to address food deserts in the Bayview/Hunters Point District, to organizing grassroots momentum to close polluting energy plants, to development of southeast San Francisco's first LEED Platinum-Certified green building, and spearheading a major infrastructure and habitat improvement project for Candlestick Point State Recreation Area on the SF Bay Shore. LEJ links extensively with public agency, non-profit, grassroots community, and corporate partners. We received an Environmental Justice award from the US EPA in 2011. But our core activities have always revolved around connecting marginalized youth with nature by getting their 'hands on the land' through experiential environmental education, service-learning, 'green-collar' workforce development, and outdoor recreation.

Our busy and growing **Native Plant Nursery** is a cornerstone of our organization -- producing tens of thousands of locally-adapted natives annually for in-house urban greening activities; serving as an outdoor classroom; and providing the stock for revenue-generating contracts in green infrastructure, climate-smart landscaping, and habitat restoration for other commercial, public agency, and non-profit clients. Our main Nursery is located at Candlestick Point State Recreation Area, and will soon undergo a doubling in square-footage, along with significantly greater production-boosting infrastructure. There is a satellite Nursery on Treasure Island where the majority of propagation is taking place for the plants for Yerba Buena Island redevelopment's public parks and landscaping, our largest plant contract to date. The Assistant Nursery Supervisor will be aiding in the production of up to 70,000 plants for the winter 2019/2020 planting season at both Nursery Locations.

We are looking for qualified applicants to fill the Assistant Nursery Supervisor position, who's primary role will be to work with the Nursery Manager in supporting the health of our plants, their timely propagation to fulfill large plant grow contracts, and to oversee youth eco-apprentices in carrying out plant propagation, plant care, site maintenance, and restoration activities at offsite field locations. The Assistant Nursery Specialist will be a core member of the **Urban Greening (UG) Team** which consists of the Nursery and Restoration Operations support Technician, the Nursery Manager and Young Adult Eco-Apprentices. Primary responsibilities center around plant propagation and care, and Eco Apprentice supervision towards these goals. This position reports to the Nursery Manager.

Literacy for Environmental Justice

Assistant Native Plant Nursery Supervisor

Job Description November 2018

1. Assistant EcoApprentice Supervision – 40%

- Work with Nursery Manager to Supervise crew in daily tasks and completion of daily goals.
 - Propagation and Plant Care: Work with Nursery Manager to supervise young adult EcoApprentices and/or volunteers to ensure the efficient and safe completion of the day's Nursery production and plant care goals at both nursery locations.
 - Operations and Maintenance: Work with Nursery Manager and Operations Support Technician to supervise young adult EcoApprentices and volunteers to ensure the efficient and safe completion of operational goals around Candlestick Point Site A Facilities.
 - Restoration Sites: Work with Nursery Manager to supervise young adult EcoApprentices and/or volunteers at offsite restoration sites to ensure the efficient and safe completion of the day's goals, while maintaining staff morale.
 - Volunteer Programs: Work with EcoApprentices to support their leadership of volunteer programs, especially the first and third Saturday drop in Nursery Volunteer Programs. Activities include, propagation, restoration and O&M tasks
 - Site A Expansion: Work with Nursery Manager and Operations Support Technician on tasks related to Candlestick Point Native Plant Nursery expansion and buildout of community gardens and native plant demonstration gardens, including planning and preparation as well as physical site buildout.
- Work with UG Team to ensure that specified daily/weekly/seasonal data is tracked and recorded in appropriate format. Monitor EcoApprentice data collection and proper entry. This includes:
 - Plant/People Database
 - Project Hours Log
 - Field Data Sheets (propagule collection forms, field work day forms)
 - Timesheets
 - Plant and Seed inventory

- Hold primary responsibility for the training of new young adult EcoApprentices in Nursery Propagation and Plant Care skills and data capture and entry.
- Work with Operations support technician to ensure EcoApprentices are fully trained on site O&M for Treasure Island and Candlestick nurseries

1.1 Propagation and Plant Care, Candlestick Native Plant Nursery and Treasure Island Nursery – 40%

- Supervise EcoApprentices and volunteers on propagation activities for up to 70,000 plants for the winter 2019/2020 planting season for multiple contracts. Grow an average of 150 species per year, largely from seed.
- Supervise and train EcoApprentices on all propagation methods, including seed treatments, sowing, cuttings, division, transplanting, etc.
- Work with Nursery Manager on the planning of production timelines to reach desired plant stock numbers by contracted due dates.
- Supervise EcoApprentices propagation in accordance with production schedules and goals provided by Nursery Manager.
- Check in with Nursery Manager daily to monitor propagation progress and revise weekly and daily production activities as needed.
- Make sure that propagule collection goals provided by Nursery manager are met.
- Supervise and train EcoApprentices on the identification and responsible wildland collection of propagules
- Supervise and train EcoApprentices on maintaining the health of Nursery plants using Integrated Pest Management best practices.
- Work with Nursery Manager to improve existing IPM protocol and systems and schedule IPM protocol into routine work activities carried out by the UG team.
- Maintain current phytophthora BMPs and suggest improvements where feasible. Model the correct BMPs to EcoApprentices and volunteers and ensure that everyone is adhering to these BMPs.
- Build upon Phytophthora monitoring systems in place to ensure regular testing is carried out. Identify areas for improvement to this system, work with Nursery manager to implement improvements.
- Ensure that plant stock inventory changes are kept up-to-date.
- Assist in the maintenance and installation of irrigation systems on both sites. Create maintenance protocol for irrigation systems.

2. Young Adult EcoApprentice Program Development and Session Planning ~ 20%

- Work with UG team leadership to draft, review, edit and update Nursery, Restoration and O&M Eco Apprentice training manuals, protocols and curricula, as needed.

- Work with UG team leadership and Programs Team on setting the EcoApprentice session calendar prior to each session, which includes:
 - practical trainings on plant propagation and Nursery maintenance,
 - in-depth LEJ background, mission, history and vision,
 - evaluations,
 - programming support
 - collaboration with the youth Eco Apprentice program
- Work with UG team leadership on tracking and evaluating EcoApprentice progress through pre, mid and post assessments of each EcoApprentice. Improve record keeping and data sharing of evaluation and progress results with LEJ Development team.
- Work with the Nursery Manager to Conduct exit surveys for all graduating EcoApprentice's to elicit feedback on the program from them. Improve the current system to include mid-session feedback.
- Work with Nursery Manager to create a framework for UG Team leadership response and adaptability to EcoApprentice needs and feedback, from both mid and end session program evaluations.
- Work with UG team leadership and Programs team on EcoApprentice session planning before each session start date. This includes:
 - reflecting on previous session, brainstorming improvements and putting them into place (for example, mid-session program evaluations and responsiveness)
 - calendaring the session activities (see above)
 - coordination necessary across LEJ departments towards the successful implementation of the program
- Work with Urban Greening team to build new and improve existing systems and protocols for Urban Greening team operations, plant care, data maintenance, etc.

3. Programs and organization support - 20%

- Work with Programs team, when needed, for support and leadership in offsite community programs, especially EcoAdventure programming.
- Work with Programs Team providing support and leadership as necessary for community programs in the Nursery, including educational programs, corporate work days, special events, and the youth EcoApprentice program.
- Provide on-land support for EcoAdventure school programming
- Provide leadership and support for our standing Nursery drop-in volunteer days. Support EcoApprentices in their leadership of these programs.
- Participate and support general needs of organization as needed

Attributes

- Mission driven: shares enthusiasm in educating and inspiring others about conservation, public parklands, habitat restoration, and the mission of the Native Plant Nursery and Literacy for Environmental Justice.

- Interpersonal skills: considers and responds appropriately to the needs and capabilities of different people in different situations; is tactful, and treats others with respect; relates effectively to others when encountering difficult situations
- Leadership: exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; willing to adjust plans in order to fit needs of group that is being led; can provide leadership to those from diverse backgrounds
- External Communication: speaks clearly and effectively, is thoughtful, persuasive; writes clearly and informatively; varies writing style to meet needs. Is comfortable speaking in group settings.
- Internal Communication: active listener; communicates needs and boundaries clearly and respectfully; values in-person check-ins and information sharing; is non-defensive and solution oriented in conflict
- Teamwork: pitches in and contributes to achieving group goals; supports everyone's efforts to succeed; balances team and individual responsibilities.
- Flexibility: Willingness to adjust to changing timeframes and expectations in a fast paced environment. Willingness to try new approaches, explore new possibilities. Is able to support the team when needed.
- Dependability: completes tasks on time; takes responsibility for own actions, whether successful or not; can be relied-upon.
- Judgment: exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles; takes calculated risks to accomplish goals.
- Productivity: effective when working independently with little or no supervision. Completes work in timely manner; strives to increase productivity; works quickly.
- Quality: demonstrates attention to detail, accuracy and thoroughness.

Desired Knowledge, Skills, and Abilities, Education and Experience

- Bachelor's degree in horticulture, biology, ecology, botany, natural resource management, or equivalent.
- Minimum 2 years experience propagating California Native plants.
- Expertise in effective propagation techniques and after-care regimes for up to 200 California Native Plant species.
- Ability to troubleshoot irrigation systems, install and repair irrigation.
- Knowledge of Nursery pests and diseases and knowledge of cultural methods for their controls. Understanding of Integrated Pest Management.
- Minimum one year of experience in volunteer engagement.
- Minimum one year of experience supervising staff, volunteers and/or interns
- Minimum one season of experience in propagule collection of multiple species. Understanding and keen awareness of plant phenology.
- Expertise in botany and plant morphology. Field-based knowledge of local native flora.
- Proficient in computer programs including Microsoft Office, Google Applications, and database systems. Familiar with GIS technologies.

- Valid CA Driver's License, clean driving record, and ability to drive large vehicles. Must be approved for coverage by LEJ's insurance carrier.
- Spanish language proficiency a plus

Physical Requirements and Work Environments

- Work is performed in outdoor/indoor settings.
- Work is primarily performed standing or walking.
- Work requires squatting and kneeling.
- Regularly sits at a computer station and operates electronic equipment for up to 8 hours per day.
- Frequently lifts, carries, and positions objects weighing up to 35 pounds.
- Often works outside in inclement weather.
- Regularly drives large vehicles (no special license required).
- Tuesday through Saturday workweek required.

Terms - Full-Time \$41,600 - \$47,840/yr. DOE. Benefits package includes paid sick leave, paid vacation, and a reimbursable health benefits account through the City and County of San Francisco City Option Program.

Apply by e-mail - Please email your resume and cover letter to: Ildiko Polony, Nursery Manager, Literacy for Environmental Justice, ildiko.polony@lejyouth.org.

Please, no phone calls about this position.

Visit www.lejyouth.org for more background information about LEJ and this position.