



Helping people live sustainably

Job Description
Tree Nursery Manager
January 4, 2023

Background:

Reep Green Solutions (Reep) is an environmental charity that helps people live sustainably. Created in 1999 by the University of Waterloo and the Elora Environment Centre, Reep Green Solutions exists to empower the community with the practical tools, knowledge and capacity for action to make sustainable living the norm.

Summary

The Tree Nursery Manager is an exciting leadership opportunity for someone seeking to get in on the ground floor to make a difference for the local environment and engage the community in tree stewardship. This is a full-time position running through Dec 31st, 2024 (with the opportunity for extension should funding allow).

Objective of Position:

With the assistance of a mentor and resources from peer organizations, the Tree Nursery Manager will lead the establishment of a native tree nursery, managing it's day to day operations and setting it up to scale in size over the long term. The ongoing operation and long term productivity for the nursery will be a primary focus, but of equal importance will be to engage the public in the tree growing process to educate residents on the importance of planting climate appropriate trees that will benefit the community. The Tree Nursery Manager will also provide important support for Reep's Backyard Tree Planting Program.

Reporting to: Patrick Gilbride, Associate Director/Manager of Green Infrastructure Programs

Duration: ASAP to Dec 31st, 2024 (with the opportunity for extension should funding allow).

Salary Range: \$45k - \$54k annually depending upon qualifications.

Location: Onsite at a variety of locations including Kitchener, Waterloo Cambridge and Elmira.

Hours: 37.5 hours per week.

Tasks & Responsibilities

- Growth and culture of tree seedlings
- Soil fertility and preparation
- Set up and maintain an irrigation regime
- Optimizing nursery operations to ensure that resources (such as water) are managed efficiently
- Organizing seed collection expeditions
- Managing and delegating tasks to different groups of volunteers from students to seniors
- General facility maintenance
- May be required to assist with tree planting operations in spring and/or fall seasons
- Keeping track of tree inventory in a database

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Charity registration #: 81585 2348 RR0001

- Maintaining detailed records of budget and expenditures
- Provide guidance and support on growing techniques to our sister nursery run by volunteers
- In addition to these responsibilities, other tasks may be added as required by the organization.

Qualifications and Skills Required

- University degree or college diploma in forestry, horticulture, agriculture, or related area*
 - *Considerable experience in a related field in a supervisory, technical, or professional capacity may be considered in lieu of education.
- Advanced tree identification knowledge
- Meticulous attention to detail and follow-through including working with numbers;
- Strong written and verbal communication skills;
- Ability to work independently and to problem solve;
- Experience in working with volunteers and students;
- Willingness to work in inclement weather and the ability to complete physical labour;
- Car Required - Nursery is not on a bus route. Possess a clean driver's license (full G minimum) with proof of insurance and have experience driving a truck and trailer.

****Workplace Expectations**** All Reep Green Solutions office staff work remotely. Any of the necessary equipment to work remotely such as a laptop will be provided but a stable internet connection is required to be arranged by the employee. In-person meetings and other work may also be required. Opportunities to work at an office environment can be arranged.