

CHAPMAN SANCTUARY AND VISNY WOODS

Center Sandwich, NH

Chapmansanctuaryvisnywoods.com

IMMEDIATE JOB OPENING: FULL TIME, YEAR-ROUND RESIDENT CARETAKER

ABOUT CHAPMAN SANCTUARY AND VISNY WOODS

Established in 1955, Chapman Sanctuary and Visny Woods (CSVW) is a 501c3 nonprofit nature, bird, and wildlife sanctuary in Center Sandwich, NH. It is a place to connect with nature and explore wildlife in their natural habitat across 250+ acres of woodland trails, meadows and streams. CSVW is open to the public free of charge, year round, from dawn to dusk. Outdoor and nature enthusiasts enjoy the 10+ miles of walking trails, which attract cross-country skiers and snow-shoers in winter months. The property includes Teacup Lake, perennial gardens, and an historic homestead built in the late 1700s with architectural features common for that time period. Educational activities led by NH nature, bird, and wildlife habitat experts are offered throughout the year. To learn more about CSVW, visit our website.

KEY ROLES AND RESPONSIBILITIES:

The primary roles of the resident caretaker are to be the onsite host for CSVW visitors, and to perform physical labor in maintaining the trails, woodlands and flower gardens for wildlife and visitors on a year-round basis. This includes grooming and maintaining 10+ miles of woodland trails for hiking, snow shoeing, and cross-country skiing. As a resident of the historic Chapman House, the caretaker is also responsible for the well-being of the home, and for ensuring any maintenance issues are addressed and remedied based on the board of trustees' direction.

Responsibilities include, but are not limited to:

- Greet and direct visitors
- Maintain 10+ miles of trails for hiking and winter use
- Fill bird feeders
- Maintain birdhouses and wildlife habitats
- Maintain neat appearance of Chapman house grounds
- Preserve historic integrity of Chapman house
- Coordinate volunteer activities as needed
- Coordinate and lead trail walks and nature activities with local K-12 school groups and other groups
- Collect and maintain visitor attendance records/sign in sheets
- Any other duties as assigned by the Trustees

REGULAR WORK HOURS:

This is a full time, 40 hour per week, year-round job that includes residency at the Chapman House. Working on most weekends is to be expected.

REQUIRED QUALIFICATIONS AND SKILLS:

- Possess a high level of initiative, ability to work independently, and strong time management skills
- Possess an outgoing personality, along with the ability to comfortably engage with visitors of all ages
- Ability to follow and execute directives from the trustees
- Ability to perform physical outdoor labor on a year-round basis

- Ability to perform trail grooming, lawn and field mowing, tree planting, and flower gardening
- Ability to operate trail grooming and lawn/field/garden equipment (i.e. mower, weed whacker, tree/shrub clippers, chainsaw, snowmobile, tractor, etc.)
- Ability to quickly learn the history of CSVW, and the feeding habits and habitats of birds and wildlife
- Ability to perform general handyman skills

EXPERIENCE:

- Trail maintenance and flower gardening knowledge and experience is desirable
- Previous work experience at a nature preserve or state park is desirable

EDUCATION:

A degree in Forestry or Habitat Management is beneficial, but not required. Knowledge of birds, wildlife, and nature either through formal education, work experience or informal efforts with the ability to effectively demonstrate and articulate your acquired knowledge is important.

BACKGROUND CHECK:

As a condition of employment, you must be able to pass a criminal background check, drug test, and credit check.

DRIVER’S LICENSE:

A valid NH driver’s license is required.

SALARY AND BENEFITS:

- Rent-free, year-round living accommodations in the historic Chapman House, a 3-bedroom, 1 bath home with living room, dining room, kitchen, partial basement, attic; washer and dryer onsite
- Partial utility expenses included (heat, electricity, landline phone)
- Annual salary of \$10,000

Note: The board of trustees currently estimate the “value” of living rent-free in the Chapman House with partial utility expenses paid to be the current equivalent of approximately \$18,500/year)

TO APPLY:

Email a cover letter, resume, and list of three references (names and contact information) to: CSVWcareers@gmail.com Or mail the above to CSVW Caretaker Job, PO Box 96, Center Sandwich, NH 03227. If you have immediate questions, contact Robert Rowan, CSVW Board of Trustees president at (603) 848-6807

Chapman Sanctuary and Visny Woods is an equal opportunity employer and considers all qualified applicants without regard to race, national origin, gender, disability or veteran status.