

## Nursery Coordinator

### Background and Mission

Bowman's Hill Wildflower Preserve (the Preserve) was founded in 1934 with a mission to increase the knowledge and use of native plants by serving as an educational resource and destination that inspires conservation action. It is a member-supported nonprofit organization that has come to be recognized as a local treasure, a state resource and a national institution. Known regionally for its community-based programming, it is considered a statewide source for wildflowers and is the only accredited museum in the nation focused exclusively on native flora.

### Position Summary

The Preserve's thriving Native Plant Nursery propagates and distributes over 33,000 native plants to our community through sales and grant programs. The Nursery Coordinator is an important part of the Native Plant Nursery staff, providing critical physical and logistical support for all aspects of nursery operations, sales activities and customer service. The ideal candidate has a passion for ecology and native plants, as well as experience in greenhouse production. The Nursery Coordinator reports to the Nursery Manager.

### Responsibilities

- Provide hands-on assistance with all aspects of Nursery operations with an opportunity to participate in propagation, seed collecting/cleaning, irrigation, fertilization, IPM, inventory, and maintenance of greenhouses, hoop houses and other propagation areas
- Support Nursery retail activities including, but not limited to, restocking plants, interacting with customers in a professional manner, assisting in plant sales and providing accurate plant information to customers
- Load/unload trucks and move plants, plant trays and heavy/bulky items on a regular basis
- Assist in managing the Preserve's Plant Grant program
- Work with and support the efforts of Nursery volunteers
- Assist in the maintenance of inventory and propagation records, and amending the POS system as needed
- Other duties as assigned

## Requirements

- Extensive plant knowledge (native plant knowledge is a plus)
- Experience with best horticultural and propagation practices
- Working knowledge of basic irrigation systems
- Knowledge of and experience with IPM best practices
- Excellent people and customer service skills
- Valid driver's license with clean driving record
- Ability to lift up to 50 lbs. and to perform strenuous physical tasks in all weather and temperature conditions
- High attention to detail
- Ability to perform well and exercise good judgement in a fast-paced environment
- Ability to take direction well
- Possess strong computer skills with experience with Microsoft Office
- Have a passion for learning

## Preferred Qualifications

- Experience in horticulture or a related field is preferred
- Possess an active P.A. pesticide applicator's license
- Passion for ecology and conservation
- Interest and familiarity with southeastern PA native plants
- Retail sales experience

## Work Schedule

This is a full-time, salaried position with a required Saturday OR Sunday schedule. This position works fully on site at the Preserve.

The Preserve is open 7 days a week and on most federal holidays, including Memorial Day, July Fourth and Labor Day. The Preserve is closed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

## Physical Requirements

This is a physical, labor-intensive position. Candidates must be able to:

- Effectively maneuver on uneven gravel and stone surfaces for prolonged periods of time
- Bend, squat, reach and lift
- Lift up to 50 lbs.
- Perform strenuous physical tasks in all weather and temperature conditions
- Operate motor vehicles and equipment, including a golf cart, pickup truck, skid steer and dump truck

## Compensation

The annual salary range for this position starts at \$46,000 and is commensurate with qualifications and experience. Benefits include:

- Employer-paid health insurance
- Generous paid time off policy
- 401(k) retirement plan
- Employee discounts
- Complimentary Preserve membership

## To Apply

Please send a cover letter, resume and references to:

Glenn White, Nursery Manager  
[white@bhwp.org](mailto:white@bhwp.org)

Visit us at [www.bhwp.org](http://www.bhwp.org) for more information. A background check is required.

*The Preserve is an equal opportunity employer and is committed to non-discriminatory policies. All decisions regarding recruitment, hiring, promotion and all other terms of employment will be made without regard to race, color, religion, age, gender, gender expression, sexual orientation, national origin or ancestry, marital status, status as a qualified handicapped or disabled individual, or any other impermissible factor in accordance with applicable laws.*