

Landscape Assistant, Pine Meadow Ranch Center for Arts & Agriculture The Roundhouse Foundation

Title: Landscape Assistant
Status: Full-time, Temporary, Non-Exempt
Hours: 40 hrs/week; days and times vary depending on work requirements. This is a temporary position between the months of April and October. On-call work may be required; some weekends and holidays also required. This position works on the PMR facilities with 90-95% of the duties taking place outdoors regardless of weather.
Reports to: Assistant Ranch Manager

About the Foundation & Pine Meadow Ranch

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

The vision of the Pine Meadow Ranch Center for Arts & Agriculture (PMRCAA), a program of the Roundhouse Foundation, is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

Position Overview

The Landscape Assistant reports directly to the Assistant Ranch Manager. If their direct supervisor is not available, they report to the Director of Ranch Operations. The position is charged with supporting the planting of, maintaining, and harvesting from the gardens throughout the Ranch facility as well as running the greenhouse. They will assist with noxious weed control and other Ranch projects as assigned.

This position will be asked to assist with product development with materials grown or found on the Ranch. The Garden Assistant will be responsible for ensuring that all garden practices are working in concert with nature and commit to using the most environmentally friendly methods for crop cultivation.

Essential Duties

- Implementation of current garden and landscape plans throughout PMRCAA and recommend expansion of gardens and planting areas.
- Full cycle plant cultivation including seed starting, seedling care, planting, maintaining, weeding, harvesting and others.

- Create a watering and fertilization schedule for all gardens. Work with ranch crew as needed to ensure efficiency in irrigation and water usage.
- Create a protocol for the greenhouse that will ensure sanitary conditions and decrease spread of diseases
- Participate in seed saving, flower drying, food preservation as well as assist on product development and food creation
- Begin the process of building a seed and pigment/dye library.
- Support the care of trees and shrubs with a focus on the areas around structures
- Ensure that a high aesthetic standard is maintained at all times by assisting with routine landscape maintenance as well as the collection, disposal and/or mitigation of leaves, rubbish, excess plants material and noxious weeds.
- Move materials like compost, manure and bark chips as required
- Willing to assist ranch crew as needed and be proactive in identifying problems, areas needing improvement, sharing ideas
- Willing to learn and share regenerative agriculture strategies and practices happening at Pine Meadow Ranch. Occasionally leading tours and workshops.
- Additional duties as assigned

Minimum qualifications

- AA degree or 2+ years' experience in gardening, farming or natural resources.
- Dependable and punctual, available to work independently and as part of a team.
- Basic understanding of and respect for environmentally friendly gardening practices, such as permaculture, regenerative land management or organic gardening.
- Ability to take initiative, as well as follow directions and prioritize tasks.
- Desire to learn and explore new techniques and practices in gardening and land management.
- Committed to responsible land stewardship.
- Excellent communication skills and people-oriented, makes visitors feel welcome. Can accurately describe activities and projects to those with little to no understanding.
- Ability to take initiative, facilitate the work of others, embrace feedback, and adapt to changing priorities.
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- A personal style characterized by humility, flexibility, self-awareness, accessibility, curiosity, humor, a sense of urgency, and the ability to work with grace under pressure. Personal qualities of honesty, transparency, integrity, and credibility.

Desired qualifications

- Demonstrated knowledge of agriculture, irrigation, facilities and/or construction management.
- Familiarity with gardening, food production, soil health or landscaping best practices.
- Relationships with communities and/or non-profits in rural Oregon.
- Understanding of Indigenous cultures and Inter-Tribal relationships across the Pacific Northwest

- Lived rural experience
- Multi-lingual, Spanish preferred.

Working Conditions

Including but not limited to: Outdoors; exposure to varying temperatures and conditions; exposure to agricultural chemicals; operating machinery; lifting 50+ pounds; daily strenuous physical activity including kneeling, lifting, bending, or leaning over for extended periods of time.

Equipment Used

Including but not limited to: Tractor; four-wheeler; pick-up truck; riding mower; hand tools; edger; and sprayer.

Compensation

This is a temporary, non-exempt full-time employee position. Position compensation \$16-20/hour depending on experience. Roundhouse Foundation provides group health insurance coverage (medical, dental, vision) including medical transport insurance for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan and a 401K for eligible employees.

Background check & Drug Testing

We are a community-centered organization, and all our staff conduct significant outreach to schools, social service centers, and other partner organizations. In addition, our facility (which houses both Roundhouse Foundation main offices and Pine Meadow Ranch Center for Arts & Agriculture) is a drug-free workplace. PMRCAA is a working ranch with safety-sensitive positions that would be dangerous if performed under the influence of drugs or alcohol. Roundhouse Foundation requires all new staff members to satisfactorily pass a background check, driving record check and pre-employment drug screen for the safety of employees, community partners and visitors. Therefore, employment is contingent upon successful completion of a pre-employment drug screen, background and driving record check. All employees may be subject to reasonable suspicion drug and alcohol testing.

Mandatory COVID Vaccine Policy

In an effort to provide and maintain a safe workplace, effective October 2021 Roundhouse Foundation will require all new hires to provide proof of vaccination to the RHF HR Office. This policy is to safeguard the health of our employees and their families, our clients and visitors, and the community at large from COVID-19. Except as provided by state law, all employees are required to receive COVID-19 vaccinations as a condition of employment unless a reasonable accommodation is approved. A full copy of the policy can be provided upon request.

Nondiscrimination Statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion, and any status protected by law.