

Caretaker – Moon-Randolph Homestead

NATURE OF POSITION: Independent Contractor

ACCOUNTABLE TO: The North Missoula Community Development Corporation (NMCDC) Director and via the NMCDC-City Agreement for Management of the Homestead the Parks and Recreation Department Conservations Lands Manager

RATE OF PAY: Position is unpaid; Work is in exchange for rent-free residence and a utilities provision on-site.

TIME REQUIREMENT: Minimum of 16 hours/week year around; time may vary by season from 40 hours to 5 hours per week.

Summary:

Work with the NMCDC, Missoula Parks and Recreation, Five Valleys Lands Trust, and public boards to effectively and thoughtfully manage the 13-acre historic property, in accordance with the vision articulated in the homestead's strategic plan and in its conservation easement. The MRH caretaker is the primary coordinator of maintenance activities, events and educational tours at the Homestead.

Physical Requirements:

Many duties are performed outside and can be very physically demanding. Exposure to extreme weather conditions is unavoidable; physically able to walk or hike on uneven outdoor surfaces around the farm; position requires lifting and moving of equipment and material weighing up to 75 pounds; working in trees and on ladders.

Job Details:

Grounds Maintenance

- Care for the Homestead garden, domestic animals, orchard and 1 ac. historic site
- Collect water for animals and house cistern
- Carry out minor routine repair and maintenance on homestead infrastructure (buildings and fences) and help coordinate work on major rehabilitation projects.
- Manage pest (skunk, ground squirrel, mice) and weed control
- Operates a variety of hand tools, chainsaws, weed eaters, mowers and other equipment

Tours, Education, Volunteers and Private Events

- Be available to lead tours and field trips of the Homestead to children and adults on request throughout the year and every Saturday, May 1st – October 31st.
- Recruit and supervise homestead volunteers and interns for events, work projects, and other necessary functions
- Promote and oversee private events, including up to two weddings per year
- Schedule and assist in development for tours and camps as needed
- Manage inventory in homestead artifacts collection; set up exhibits
- Collect fees and provide oversight for public use of the homestead
- Coordinate the Homestead's annual Fall Gathering (300-400 visitors)

Administration and Promotion

- Provide NMCDC and Missoula Parks & Recreation with reports as needed
- Organize meetings of the homestead advisory board
- Keep website and social media current; develop marketing for the Homestead
- Be available and capable of giving interviews on television, radio and print
- Manage homestead contact database and assist NMCDC in tracking accounts
- Develop relationships with local entities to provide programing, events, opportunities and donations
- Keep good relations with neighbors

Living On-Site

- Maintain caretaker accommodation; establish year-round residence
- Caretaker living quarters is an (approx..) 800 sq. ft. house; two small bedrooms; water is limited; no laundry

Knowledge, Skills, and Other Characteristics:

Skill in communicating in writing and in person;

Skill in public speaking to both small and large groups;

Skill in working with groups including committees, boards and overseeing volunteer events;

Skill in safe operation and primary maintenance of vehicles, tools, and equipment used for caretaker maintenance;

Skill in identifying maintenance needs and trouble-shooting solutions;

Skill in use of e-mail, Word, PowerPoint; use of Adobe suite or comparable tools to prepare flyers and promotional communications a plus

Skill in establishing and maintaining effective relationships with citizens, city officials, managers, volunteers, business owners, and others interested in furthering the mission of the MRH

Knowledge of and passionate about the history of the Homestead and the strategic plan;

Knowledge and ability to promote safe work practices and ensure compliance with City safety policies;

Knowledge of the principles and practices of basic carpentry, plumbing, electricity, vehicle maintenance, and farming;

Knowledge of basic recreation management and Leave-no-trace practices and principles;

Qualifications:

Minimum qualifications include any combination of training and experience equivalent to graduation from high school. Preferred qualifications include completion of degree or continuing education credits in recreation management, history, agriculture or related fields. Specific training or certifications in volunteer management, farming, construction, teaching, or related fields is also considered. Must have a current driver's license and be proficient at driving a manual transmission truck. May be required to obtain an independent contractor's license from the State of Montana

Application Instructions

Submit electronic copies of a cover letter, resume(s), and any supporting documents to the NMCDC via e-mail nmcdc@montana.com or in person at
1500 Burns St. Missoula Mt. 59802

All applications must be received by 4:30 pm Monday, May 10, 2016

Late applications will not be considered