



## Otsego Land Trust

*The mission of Otsego Land Trust is to improve the quality of life in the Upper Susquehanna region by working with landowners and partners to protect and conserve our farmland, forests, and waterways in perpetuity.*

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<b>POSITION DESCRIPTION:</b>	<b>Gardens and Trails Assistant (Part-time, seasonal)</b>
<b>HOURS &amp; WAGE RATE:</b>	<b>May to Sept. 2024* (20 hrs. per week at \$18/hour for 20 weeks)</b>
<b>LOCATION:</b>	Cooperstown & Otsego County, New York
<b>DATE POSTED:</b>	March 4, 2024
<b>APPLICATION DEADLINE:</b>	April 26, 2024, or until filled

**Responsibilities:** The primary responsibility of the Garden and Trails Assistant is to care for the historic gardens at Brookwood Point Conservation Area on the west shore of Otsego Lake. The position involves maintaining the two-acre formal garden and other portions of the 22-acre property as outlined in the Property Management Plan. The position entails working with other staff and volunteers, interacting with visitors, and assisting with public programs. The Assistant reports to the Property Manager and may also help maintain trails at other Otsego Land Trust public access properties in Otsego County.

### Specific Duties

- Welcoming visitors to Brookwood Point and helping them appreciate and enjoy the landscape within the use guidelines.
- Maintaining the formal gardens at Brookwood Point in top condition by weeding, edging, bed preparation, planting, watering, staking, deadheading, raking, and mulching.
- Inspecting hiking trails, trimming plants out of the trail corridor, removing hazards and obstructions, weed-whacking grassed areas, weeding pollinator beds, adjusting signage, monitoring and reporting trail conditions.

### Qualifications

- Strong commitment to outdoor work and land conservation ethics and values.
- At least one season of direct experience in horticulture, gardening, and landscape maintenance.
- Flexibility and enthusiasm to learn.
- Knowledge of standard horticultural practices for seasonal and sustainable garden maintenance.
- Basic familiarity with plant species and culture, including native/non-native plants.
- Ability to engage effectively and positively with visitors, staff and volunteers.
- Physical capacity to work daily, adapt to varied weather conditions, and carry up to 40 lbs.
- Proven ability to work productively and efficiently with minimal supervision.
- Adherence to responsible tool use and safe work practices in areas with the potential for Lyme disease.

Applicants may submit a cover letter and resume before April 26, 2024 to [info@otsegolandtrust.org](mailto:info@otsegolandtrust.org) or to Otsego Land Trust, P.O. Box 173, Cooperstown, New York 13326.

**\* Start and end dates are flexible. The position is to start no sooner than May 6 and end no later than Sept. 20. \***

*Otsego Land Trust is an equal opportunity employer with a commitment to diversity, equity, inclusion, and justice.*