



Mālama Learning Center Position Description

Title:	Nursery Technician
Date:	April 2024
Work Location:	Kapolei High school nursery, Pālehua mauka nursery, and Leeward O‘ahu restoration sites in the moku of ‘Ewa and Wai‘anae
Position type:	Full-time (35 hrs/wk), Non-exempt
Compensation:	\$3,000/month starting salary

I. Summary of Position

The Nursery Technician will be largely responsible for the propagation of native, Hawaiian, cultural, and edible plants for Mālama Learning Center (MLC) Ola Nā Kini projects, reaching target goals for grants and contracts. The Nursery Technician will work at both the Pālehua Mauka and Kapolei High School nurseries, dedicating enough time each week to ensure that the nurseries are functioning well and able to supply plants needed for various mauka and makai restoration projects as well as plant sales and giveaways. Plant propagation tasks will include collection of seeds and cuttings, storing seeds properly as needed, germinating seeds and transplanting seedlings and cuttings to larger pot sizes in preparation for outplanting. As healthy plants are a top priority, fertilization and pest control will be regular tasks to upkeep. The Nursery Technician will be responsible for regular data collection to track nursery inventories and plan dissemination.

Whenever possible, the Nursery Technician will work with students, volunteers, and interns to achieve daily tasks, providing instruction and supervision, and giving participants a productive hands-on learning opportunity. In addition to work in the nurseries, the Nursery Technician will also work with the MLC team in restoration work (outplanting and weeding) as time allows. The Nursery Technician will work with the supervisor to trouble-shoot as needed to keep nursery systems operational and will seek assistance as needed. The Nursery Technician will also be responsible for keeping track of supplies and communicating with the supervisor when more supplies will be needed. The Nursery Technician will support other MLC educational programs on an as-needed basis.

The Nursery Technician will support MLC’s mission to inspire communities to care for Hawai‘i by perpetuating conservation, culture, and sustainability. MLC provides environmental/sustainability education for students, educators, and other community members through hands-on experiences. As teamwork is essential for all at MLC, whether working with staff, interns, and volunteers, the Nursery Technician will participate as a full member of the MLC team. And as working with the community is core to this position, the Nursery Technician must be comfortable with people of all ages, dependable, and available to work Monday through Friday and some Saturdays. While specific working hours may vary on a week-to-week basis, the Nursery Technician will be expected to work on average 35 hours per week. The Nursery Technician will be eligible for full medical, vision, and dental health insurance benefits, paid time off, and opportunity to participate in a SIMPLE IRA program. As this position is currently funded by grants and contracts, its continuation will be dependent on the organization’s successful fundraising efforts. The Nursery Technician may supervise interns and volunteers and will be supervised by the Stewardship & Science Coordinator.

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II. Essential Functions

Nursery operations (60%)

- Ensure healthy growth of plant inventory through proper watering, fertilizing, and pest control regimen at Pālehua Mauka and Kapolei High nurseries
- Collect propagules (seeds and cuttings) from restoration gardens and natural areas
- Properly store propagules if not germinated immediately
- Germinate seeds and cuttings and transplant to larger pot sizes
- Harden plants for outplanting in restoration sites
- Track data on plant inventory in an efficient manner
- Complete daily, weekly, and monthly tasks in a manner of efficiency with other team members, interns, students, and volunteers
- Expand the nursery capacity as needed
- Trouble-shoot problems and seek assistance as needed
- Manage use of supplies so that they can be replenished in a timely manner.
- Provide instruction and guidance to educate students and other volunteers about plant propagation and restoration when working in the nurseries

Restoration (30%)

- Work with team members to establish and maintain restoration sites in which plants grown in the nurseries are outplanted
- Participate in weeding and planting activities with staff and volunteers as planned by the team
- Collect and maintain data on outplanting sites, including photo documentation, as needed to satisfy grant and other reporting requirements

Other Tasks (10%)

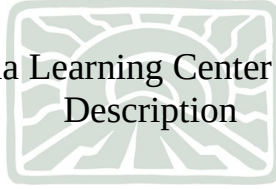
- Assist in teaching workshops as coordinated by the Program Director
- Assist in other activities such as Arbor Day, Earth Day, and other community activities
- Assist in vehicle and facilities maintenance
- Perform other duties as needed

III. Qualifications

Key Competencies

- initiative
- reliability/dependability
- planning and organizing
- work and time management
- trouble-shooting and problem-solving
- integrity
- adaptability
- creativity and innovation
- teamwork and collaboration
- good judgment
- integrity and trustworthiness
- following instructions and attention to detail
- strong written and oral communication skills
- strong social/people skills
- keeping an open mind to try new things, meet new people, and learn new skills

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Minimum Requirements

- At least two years of full-time experience working in a plant nursery
- Experience growing a variety of native Hawaiian plants by seeds and cuttings
- Ability to do physical labor including carrying objects up to 25 lbs and working in outdoor environments, usually standing
- Ability to trouble-shoot and fix mechanical issues as related to the nursery
- Experience teaching and supervising volunteers
- Daily access to computer, internet, and cell phone
- Proficiency with Office Suite (Word, Excel, and Power Point), Google Drive software programs, and web development software
- Valid Hawai'i Driver's license with clean driving record
- Access to reliable vehicle for transportation to work sites and picking up supplies as needed
- Legal authorization to work in the United States

Desired Qualifications

- Bachelor's degree related to science and environment
- Training in proper use of various fertilizers and pesticides
- Minor construction and handy skills such as building nursery benches and fixing irrigation
- Versed in Hawaiian conservation issues and solutions
- Versed in Hawaiian culture and connection to the environment
- Experience working with the West O'ahu communities particularly along the Wai'anae Coast
- Experience using GIS and GPS

To apply, please send a cover letter,
resume, and three references to:

info@malamalearningcenter.org

Please put "Job application" in the subject line.