# Job Description

**Position Title:** Groundskeeper

**Position Purpose**
Responsible for upkeep of grounds and Misty Meadows buildings in a safe, tidy and timely manner.

**Organizational Relationships:**
- Reports to Property Manager

**Resources Allocated:**
- Part-Time 20-30 hours per week. Salary commensurate with experience.

**Primary Duties:**
- Oversees upkeep of structural organizational assets.
- Duties including but not limited to landscaping, trash and recycling, picking and dragging paddocks and arenas, managing manure storage, fixing fences, mowing and tree trimming.
- Coordinates with Equine Manager and other staff on work schedule and needs.
- Works with and trains volunteers helping with property maintenance.

**Training & Education Preferred:**
- Property management, environmental studies or relevant work experience

**Prior Experience Preferred**
- Experience landscaping and maintaining properties
- Good verbal communication skills
- Good interpersonal skills, positive attitude, enthusiasm and energy
- Ability to prioritize, manage time and resources

**Competency:**
- Team player
- Effective Verbal and written communication skills
- Proficiency with technology
- Knowledge of the Misty Meadows’s mission, and passionate belief in its goals.