



# Jug Handle Creek Farm is Hiring!

Lead our team as the new Executive Director or support our guests as the new Guest Services Manager.

## **JOB ANNOUNCEMENT - EXECUTIVE DIRECTOR (ED)**

Jug Handle Creek Farm and Nature Center, a small, local nonprofit, is seeking a part-time Executive Director. The Executive Director is responsible for daily management of the organization with a staff of five to six people. Responsibilities include staff management, fiscal management, facilities management, strategic development, fundraising and board interface. The Executive Director will also be responsible for strengthening and implementation of our nature education and community outreach programs. An entrepreneurial, get it done attitude combined with flexibility, compassion, and dedication to nature education is preferred. This position can be primarily filled through a work from home arrangement, however excellent cell service, residing within 20 minutes of Caspar is required to address issues onsite as they arise. Please read the complete job description at [www.jughandlecreekfarm.org](http://www.jughandlecreekfarm.org) and send your cover letter and resume to [Jobs@jughandlecreekfarm.org](mailto:Jobs@jughandlecreekfarm.org).

**Hours:** Three-quarter time salaried position with the intent to grow the position to full-time as soon as financially viable.

**Wages:** Salaried position at \$70,200 – \$78,000 annually depending on experience.

## **JOB ANNOUNCEMENT - GUEST SERVICES MANAGER**

Jug Handle Creek Farm and Nature Center, a small, local nonprofit, is seeking a part-time Guest Services Manager. Our lodging facility funds our work with nature and stewardship education, native plant nursery and local restoration projects. Lodging includes historic farmhouse, bunk cabin, several small cabins and campground. Job requirements include use of our online booking software, interfacing with AirBnB, HipCamp and VRBO, overseeing housekeeping staff, coordinating weddings and other group events and solving guest issues via email, text and phone and relevant record keeping. Qualities needed are flexibility, dedication to JHNC mission, supportive attitude, teamwork focus, empathy, problem solving, calm positivity, ability to use lodging software and strong physical condition. Candidates must have excellent home cell service, reliable vehicle and live within 20 minutes of Caspar. The Guest Services Manager reports directly to the Executive Director. Please read the complete job description at [www.jughandlecreekfarm.org](http://www.jughandlecreekfarm.org) and send your cover letter and resume to [Jobs@jughandlecreekfarm.org](mailto:Jobs@jughandlecreekfarm.org).

**Hours:** Lodging check-in is self-serve and reservations are made on-line; however, a partial onsite presence is an important element of this position. Therefore, this is a halftime position split as needed between active work (on site and at the computer) and on-call work to answer occasional phone calls in the evening (5pm-8pm at night) and respond to onsite guest issues.

**Wages:** \$25-\$28/hour depending on experience for active work and \$16/hour for on-call phone calls, 20 hours per week total.