Position Title: Ranger
Reports To: Assistant Director
Job Category: Full-time, Non-Exempt
Schedule: Thursday-Monday
Salary: $17/hour, full benefits

Position Summary: The Ranger will serve as a resource for BTA staff, visitors and volunteers to ensure safety for all and security of all physical assets, routinely driving the grounds during open hours. The Ranger will enforce all BTA policies and proactively remedy dangerous situations. The Ranger will also perform light groundskeeping tasks as time allows.

Specific Responsibilities:

- Maintain surveillance of BTA property to routinely check on the safety and well-being of staff, volunteers and visitors
- Conduct safety checks of all facilities and trails
- Identify and immediately remedy safety issues specifically pertaining to staff projects
- Serve as main closing staff member on all scheduled days by locking the entrance gate one hour prior to closing, informing all visitors of the Arboretum’s closing time, ensuring all visitors have left the Arboretum and closing/locking the exit gate upon last visitor’s exit
- Act as first responder to all emergencies, including medical emergencies or other unusual occurrences; coordinate police and/or fire department response, if required
- Maintains inventory and stock of first aid supplies and kits
- Regularly performs checks of first aid kits and fire extinguisher
- Use situational awareness to anticipate and solve problems
- Places and removes parking and traffic control barriers and leads parking coordination on high traffic days (typically around holidays and events such as the fall and spring plant sales)
- Serves on BTA safety committee
- Demonstrate professional and courteous demeanor at all times when interacting with arboretum visitors, staff, volunteers, and onsite partners; ensure arboretum policies are enforced
- Trash/litter removal from parking lots, gardens and frontage road
- Other duties as assigned
Minimum Requirements

- Strong communication skills and interpersonal skills with the ability to communicate efficiently and effectively to various audiences
- Knowledge of equipment, tools and procedures of grounds construction and care
- One year of relevant experience
- Current Arizona Type D driver’s license required

Working Conditions

- Position involves outdoor work utilizing a golf cart and includes exposure to extreme temperatures, rain, dust, allergens, insects, wild animals, and sun.
  - Must be able to move up to 10 pounds and occasionally lift or move more than 50 pounds.

Boyce Thompson Arboretum (BTA), an independent non-profit organization, is located just outside of Phoenix, Arizona. At 372 acres, it is the largest and oldest botanical garden in the state of Arizona, and holds a collection of 4,030 taxa and 30,000+ plants. The Arboretum brings together plants from the world’s varied deserts and dry lands, displaying them alongside native Sonoran Desert vegetation in the stunning Superstition Mountains.

BTA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. www.btarboretum.org.

To apply: send Cover Letter and Resume to Shelbi Storms at shelbi.storms@btarboretum.org