



San Juan Mountains Association

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Job Announcement Durango Nature Center Caretaker

BACKGROUND

Founded in 1988, San Juan Mountains Association (SJMA) is a public lands conservation non-profit working in partnership with the San Juan National Forest, Rio Grande National Forest, Grand Mesa Uncompahgre and Gunnison National Forest, and the Bureau of Land Management (BLM) providing outreach, education, and stewardship throughout southwest Colorado. SJMA also owns and operates the Durango Nature Center, located on 152 acres of conserved land in southern La Plata County, near the confluence of the Animas and Florida rivers. The Nature Center is one of the region's premier outdoor learning laboratories.

JOB SUMMARY

The Durango Nature Center Caretaker will orient visitors to the Nature Center, providing visitors with the information needed to have a high quality experience at the Center. The Caretaker role includes some amount of facilities and trails maintenance, retail operations, educational event support, and volunteer management.

The Durango Nature Center is open to the public seasonally, early May through early October. There will be training prior to the annual opening of the Center and time for seasonal facilities shut down after the Center closes.

Position Title: Durango Nature Center Caretaker
Employment Type: Part time, seasonal 20hrs/wk
Reports To: SJMA Associate Director
Status: At-will position

LOCATION

Work will be performed primarily at [SJMA's Nature Center](#), located 15 miles south of Durango at the base of Bondad Hill, off 550, on County Road 310.

SCHEDULE

- 20 hours a week, typically Friday - Sunday.
- Other days may be required, depending upon event scheduling.
- Starting late April - Ending mid October

GENERAL DUTIES AND CUSTOMER SERVICE

A. Visitor Information & Customer Service

- Greet and orient visitors to the Center, providing them with trail and educational information
- Assist small groups who are attending periodic, topical events such as bird watching or ethno-botany walks
- Encourage responsible recreation, including **Leave No Trace** and **Recreate Responsibly** principles
- Develop and update visitor handouts and public information materials
- Assist with educational and interpretive programs at the Center
- Support Center volunteers conducting maintenance and improvements at the Center
- Orient volunteer docents who assist on busy weekends
- Maintain professional conduct with visitors, partners, and coworkers

B. Facility Operations

- Open and close the Center and welcome cabin for daily operations
- Moderate duty grounds-keeping and garden maintenance
- Periodic trail inspection and maintenance
- Assist with trash and waste management as needed

C. Retail Sales

- Operate Square POS system, managing cash sales and donations
- Maintain clean, organized, and well-stocked retail displays
- Coordinate end-of-season inventory and cash reconciliation

SKILLS AND QUALIFICATIONS

The successful candidate will possess a combination of the following skills/qualifications:

Core Qualifications

- Friendly and personable
- Able to work independently
- Experience with sales and inventory management
- Knowledgeable of basic cash management procedures
- Ability to conduct moderate trail maintenance
- Familiarity with basic trail and field tools
- Experience leading interpretive programming
- Experience delivering educational programming
- Familiarity with four-corners regional flora and fauna

Preferred Experience

- Visitor services or public-facing roles
- Outdoor or adventure educational experience
- Planning and leading educational or interpretive programs
- Minor facilities maintenance or landscaping experience

Technical Skills

- Computer proficiency (Google Workspace, Microsoft Word & Excel, Neon CRM, Canva, Square Point of Sale)
- Familiarity with electronic filing systems

Physical Expectations

- Ability to lift up to 50 lbs
- Full day outdoor/field work
- Ability to stand for long periods of time

EDUCATIONAL REQUIREMENTS

- High school diploma or equivalent
- Valid Driver's License with a good driving record

COMPENSATION

- **Hourly Rate:** \$18-20, commensurate with experience
- **Benefits Include:**
 - Simple IRA with employer 3% matching contributions
 - Paid federal holidays

APPLICATION INSTRUCTIONS

- **Applications will be accepted until 5:00pm on Sunday March 29th, 2026**
- **The successful candidate will begin onboarding the week of April 20th, 2026**

Applicants should submit **one PDF** containing:

- Resume
- Letter of interest which briefly describes your goals, qualifications, and interest in the position.

Send materials to: **jobs@sjma.org**

No phone calls, please.

SJMA is an equal opportunity employer. All offers of employment will be subject to satisfactory completion of a background check.