



Sienna Ranch

3232 Deer Hill Road
Lafayette, CA 94549
www.siennaranch.net
(925) 283-6311

Job Posting: Operations Director

ORGANIZATION

[Sienna Ranch](#) connects youth to nature through compelling outdoor experiences in order to foster a compassionate and environmentally aware future. We provide farm education and immersive nature programming to youth PreK-8th grade. Our program offerings include woodshop, natural building, archery, horseback riding, gardening, pottery, survival skills, homesteading skills, naturalist skills and much more. Sienna Ranch is situated on a 21-acre family-owned ranch in Lafayette, CA.

POSITION SUMMARY

The Sienna Ranch Operations Director will work as part of a collaborative three-person administrative leadership team tasked to run all aspects of Sienna Ranch. The other members of the team are the Education Director and Business Director; this team reports to the business owner. The Operations Director is responsible for managing all Ranch operations, from day-to-day site use to long term site goals. The Operations Director supervises the Facilities team (three people) and the Animal Care team (two people). The Operations Director is also responsible for day-to-day HR tasks, compliance, and staff management policies. The Operations Director works with the Diversity, Equity and Inclusion Advisory Board, which is made up of parents, instructors and one member of the Ranch administration team. The Operations Director takes short, medium and long term site and operations goals into consideration with every decision and is excited about creatively and sustainably managing Ranch operations on a tight budget. Each Director is expected to teach one class per week.

SCHEDULE SUMMARY

Exempt. Permanent. Full-time. Year-round. Ranges seasonally from 30-40 hrs per week.

ESSENTIAL JOB FUNCTIONS

- Facilities (15-25%)
 - Supervise Facilities team: Facilities Manager (full time), Deputy Facilities Manager (part time), Facilities Senior Technician (full time)
 - Support Facilities Manager with tracking and allocating annual budget
 - Support Facilities Manager to set priorities and create timelines, task-lists, and delegate tasks among the team
 - Facilitate inclusive decision-making process to develop short, medium and long term goals for the Ranch site using the [Sienna Ranch Statement of Purpose](#) as a guide
- Animal Care (15-25%)
 - Supervise Animal Care team: Animal Care Manager (full time), Horse Care Coordinator (part time), Animal Care Intern (part time).
 - Support Animal Care Manager with tracking and allocating annual budget
 - Support Animal Care Manager to set priorities and create timelines, task-lists and delegate tasks among the team
- Human Resources (15-25%)
 - Manage company policies: Health, Dental, 401(k), Insurance (liability and vehicle), Workers Compensation
 - Manage compliance with all relevant Human Resources laws, policies and SOPs
 - Develop new SOPs, internal policies and protocols to address HR and OSHA best practices

- Manage Staff Handbook
- Be first point of contact on all HR matters. Refer to HR contractor when necessary
- Develop and manage relationship with HR contractor
- Administrative Team Duties (10-20%)
 - Meet weekly or more frequently with Business Development Director and Education Director
 - Use decision-making process to collaboratively make decisions around Ranch direction and finding solutions to problems as they arise
 - Manage hiring processes for all paid positions
 - Be part of rotating on-call instructor support system, which includes dealing with behavioral and first aid incidents
- Education (5-10%)
 - Teach one naturalist class per week (3.5 hours), training included

REQUIRED EXPERIENCE

- 1 year minimum Human Resources and compliance management, California-specific preferred
- 1 year minimum in management role
- 1 year minimum experience with permaculture systems, rotational grazing, holistic land management, farming, gardening, orchards, groundwater management or other relevant land management practices
- Ability to lift 50lbs and work outside in all weather, including ability to walk off-trail on steep, uneven, and muddy terrain
- Proven ability to patiently, professionally and kindly communicate with families, staff, volunteers, students and apprentices from diverse backgrounds
- Ability to work collaboratively with excellent written and verbal communication skills
- Ability to work with minimal direct supervision and hold oneself accountable
- Ability to prioritize a wide variety of tasks with multiple timelines
- Ability to be on the emergency call list (second or third call) to respond to site and animal care emergencies
- Ability to pass FBI/DOJ background check for working with children
- Current driver's license by first day of work

CHARACTERISTICS

- Commitment to being an active part of a solution-oriented, self-motivated, cooperative, professional community
- Passion for connecting children to nature
- Commitment to sustainable land management and environmental stewardship
- Commitment to diversity, equity and inclusion in outdoor education

PREFERRED EXPERIENCE

- Naturalist background
- Work with diversity, equity and inclusion, especially within outdoor education
- Horseback riding and/or horse care
- Education with children in an outdoor setting
- Ability to move hay bales, and work around livestock, poultry, dust, loud noises, and paint fumes. All appropriate safety equipment provided
- Familiarity with safe use of power tools, hand tools, and basic construction
- Collaborative decision-making

COMPENSATION

- Salary Range \$60,000-\$65,000. Flexible schedule, generous vacation policy
- Kaiser HMO Medical and United Health Care Dental HMO Coverage after 3 months of employment
- 401(k) available after one year of employment

APPLICATION

Email cover letter, resume, contacts for THREE recent professional references, and brief answers to the application questions below. Send your application packet as one PDF with the filename "FIRSTNAME_LASTNAME_OPSEDIR" to admin@siennaranch.net. We will accept and review applications until the position is filled.

Please reflect on and respond to the following questions:

1. How did you hear about this position?
2. What motivates you most to work at Sienna Ranch?

3. In thinking through this role, what would be your least favorite job function? How would you then approach it?
4. Describe an interpersonal conflict that you have experienced. How did you resolve it?
5. Please list at least one question you have for us about Sienna Ranch, or the Operations Director position

Sienna Ranch is dedicated to building a culturally diverse and pluralistic team committed to teaching and working in a multicultural environment. We strongly encourage applications from people of color and other groups traditionally under-represented in outdoor education.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.