

Celebrating 10 Years



Est. 2014

THE KIVA - CENTER -

Job Title:	Groundskeeper
Employer:	The Kiva Center
Site:	1221 Lefthand Canyon Dr
Job Status:	Part-time, Exempt
Schedule:	Approximately 5-10 hours per week, flexible hours. Work times, however, need to be coordinated to lend well to the educational program schedule.
Wage:	\$26-\$30/hour, depending on experience
Benefits:	If combined with another position for full-time, Paid sick time, paid holidays, PTO, monthly health stipend, and 403b employer matching
How to Apply:	Please email your resume with the subject headline titled, "Groundskeeper Position" with a brief description of why you are interested in this position to info@thekivacenter.com no later than the evening of Sunday, June 29th . Interviews will happen in late June and early July. Questions regarding the position can be directed to Kasey at info@thekivacenter.com .

Kiva Center Mission and History:

[The Kiva Center](#) is a non-profit organization with a mission to build inner-strength and compassion in Colorado's youth through transformational nature-connection experiences. Since founding in August 2014, The Kiva Center has actively worked towards this goal. It began with small neighborhood Summer Camps, which led to local public school enrichment programs, homeschool enrichment and family learning experiences. This work has ignited a passion in our children to preserve and regenerate the natural environment by exploring the outdoors, planting gardens, sharing their stories, connecting with their families, and tapping into the abundance of learning opportunities that nature provides.

Groundskeeper Position Description:

The Groundskeeper position is a hands-on stewardship role designed for someone who feels a deep sense of care for land, community, and the behind-the-scenes systems that help outdoor programming thrive. This vital role supports the health and functionality of our site by tending to both the visible and invisible details that keep things flowing smoothly. The Groundskeeper will be responsible for the ongoing care and improvement of our outdoor learning space, working closely with the Kiva team, landowners, and community partners.

This is a part-time, year-round position with flexible hours that include weekly site visits and ongoing responsibilities. The role includes practical upkeep such as monitoring and restocking supplies, pest prevention, maintaining tools, and organizing sheds, as well as supporting long-term land enhancement projects like trail improvements, garden spaces, or creative play structures. Communication is key—this person will help bridge efforts between mentors, landowners, and collaborators, and organize seasonal "Krew Projects" (student stewardship) by equipping mentors with clear plans and materials.

This is a wonderful opportunity for someone who enjoys tending land, solving problems, and making a meaningful contribution to a place where children and community connect with the natural world.

Expectations for All Employees and Interns:

Support the Kiva Center mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities.
- Embracing personal responsibility and accountability for your health and well-being at all programs, including but not limited to physical and mental health.
- Positively representing The Kiva Center and families by being a mature and positive role-model for their children.
- Engaging in a powerful and transformational educational learning experience. This position will ask a lot of each mentor's time, focus, and energy regardless of their goals and intentions. We expect mentors to practice good self-care while they are here.

Job Purpose:

As a Kiva Center Groundskeeper, you have the responsibility of tending to the land and physical infrastructure that supports our outdoor programs. You will ensure the site is safe, well-stocked, and thoughtfully cared for by maintaining supplies, addressing repairs, and supporting seasonal land improvement projects. You will play a key role in minimizing our ecological impact and creating an environment where children and mentors can thrive. You will work independently while maintaining strong communication with the Kiva team and landowners. The ideal candidate is dependable, organized, self-motivated, and passionate about stewardship and community care.

Principal Responsibilities:

- Conduct weekly site visits to assess and maintain the overall safety, cleanliness, and functionality of the grounds.
- Monitor and restock essential program supplies, including:
 - Propane tanks
 - Cleaning supplies (sprays, dish soap, hand soap)
 - First aid kits (restocking bandages, gauze, tape, sting relief, etc.)
 - Firewood and other seasonal necessities
- Conduct timely repairs or replacements when items break or malfunction.
- Monitor the condition of the yurt, tools, and outdoor spaces; communicate with program staff when shared spaces are not well cared for.
- Maintain clear communication between the Kiva team, landowners, and tenants regarding site upkeep, shared use, and best practices.
- Develop and implement low-impact land care strategies (e.g., managing soil compaction, maintaining pathways, exploring native grass cutting or mulching options).
- Prevent and manage pest issues (e.g., rodent prevention in sheds or structures).
- Maintain and organize storage areas, sheds, and tools; regularly sharpen and clean tools as needed.
- Identify and support special land projects, such as creating play features, bridges, birding stations, or garden areas.
- Work with events coordinators to plan occasional volunteer days to involve community members.
- Coordinate with community partners for ecological enhancements (e.g., installing bee boxes, planting native seeds).

- Plan and prepare seasonal “Krew Projects” (youth stewardship tasks), including creating clear instructions and gathering necessary materials.
- Revisit and maintain past projects (e.g., watering or mulching trees planted in prior seasons) to ensure continued care.
- Order or procure materials and tools as needed to support maintenance and improvement tasks.

Desired Skills and Qualifications:

- Deep care for the land and commitment to responsible, ecological stewardship
- Dependable, proactive, and self-motivated; able to take initiative and follow through
- Strong organizational skills and attention to detail
- Comfortable working independently and outdoors in a variety of weather conditions
- Clear and professional communication skills, especially when coordinating with team members, landowners, and community partners
- Ability to prioritize tasks, troubleshoot problems, and respond flexibly to changing needs
- Basic tool use and maintenance knowledge; comfort with light repairs and hands-on projects
- Ability to independently plan, design, and construct basic structures or features as needed (e.g., building small shelters, play structures, or land features) using personal tools; comfortable with hands-on problem-solving and tool maintenance.
- Interest in land restoration, native plants, or sustainable site management is ideal
- Willingness to engage with and support youth stewardship projects
- Valid driver’s license and reliable transportation for weekly site visits and restocking supplies