



Borestone Mountain Assistant Manager

Elliotsville, ME

Maine Audubon is hiring a Seasonal Assistant Manager to join its dynamic team based at Borestone Mountain Sanctuary in Elliotsville, ME. Since 1843, Maine Audubon has worked to conserve Maine's wildlife and wildlife habitat by engaging people in education, conservation, and action.

Position Overview

We are seeking a Seasonal Assistant Manager to join our team at Borestone Mountain Audubon Sanctuary in Elliotsville, Maine. The Seasonal Assistant Manager plays a key role in providing exceptional guest services for visitors at Maine Audubon's remote seasonal lodge at Borestone Mountain.

Location

Encompassing nearly 1,600 acres in Maine's Hundred Mile Wilderness, Borestone Mountain Audubon Sanctuary features a stunning landscape of rare old-growth forest, three pristine ponds, rugged granite crags, and breathtaking panoramic views.

A seasonal trailside Visitor Center on the shore of Sunrise Pond offers interactive exhibits, historical information about the area, and a small Nature Store. Additionally, historic Adirondack-style lodges on the shore of Sunset Pond—accessible only by boat or on foot—provide overnight group rentals for up to 24 people and are host to several public nature programs from June to October. Well-maintained trails from the entrance offer popular, family-friendly hikes throughout the sanctuary, including a scenic route to the summit of Borestone Mountain.

Essential Duties and Responsibilities

- Welcomes guests and visitors by providing information and shuttling guests to and from lodges via vehicle and boat
- Ensures adequate coverage/staffing to manage overnight operations while guests are present at the lodges
- Performs housekeeping duties such as cleaning, organizing, garbage removal, etc. to ensure a positive guest experience
- Performs administrative functions as needed, such as recordkeeping of repairs, emergencies, etc.
- Performs property maintenance and repairs on a timely basis to ensure a positive guest experience and maintain the quality of the existing structures
- Assists in the operation of the solar array, water purification, and propane appliances
- Greets trail users, hikers, and visitors, providing information and direction as appropriate
- Supports Nature Store operations and staff, as needed
- Other duties as assigned

Qualifications

- Prior experience working in positions with significant public interaction

- Exceptional customer service skills
- Experience in hospitality, preferred
- Ability to work an overnight schedule, including weekend nights
- Administrative and recordkeeping abilities
- Mechanical aptitude and experience in carpentry work and buildings maintenance a bonus
- Must possess a valid driver's license
- Must be able to pass a background check

Physical Requirements/ Working Conditions

- Able to lift objects up to 50 lbs.
- Able to hike natural woodland trails
- Able to work outside in all seasons and weather conditions
- Able to climb stairs
- Able to drive passenger vehicles and pickup trucks

Timing, Compensation, and Benefits

- Seasonal, full-time position: 40 hours per week, from mid-May to mid-October
- Pay range: \$20-21/hour
- Shift may encompass a 26-hour period, 8am to 10am the following day, with 18 hours paid time and 8 hours unpaid sleep time (except in the case of overnight emergencies, for which sleep time is not deducted).
- Housing may be available on site up to three nights per week.

To apply: Please send resume and cover letter to ngleason-hart@maineaudubon.org, with “Borestone Mountain Assistant Manager” in the subject line. Review of applications will be ongoing with an anticipated start date as early as May 15th. We encourage you to apply even if you don't meet 100% of the requirements but believe that you would be a good fit for this position.

AI Notice: Applicants may use basic editing tools (e.g., spellcheck), but generative AI may not be used to create or draft resumes or cover letters. This helps ensure all candidates are evaluated based on their own qualifications. We provide reasonable accommodations for applicants with disabilities. Please contact us if you need any accommodations to apply or participate in the hiring process.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, HIV status, physical or mental disability, genetic information, familial status, domestic violence victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.