



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you have a passion for all plants, attention to detail and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

Summary

This Nursery Operations Coordinator position is responsible for overseeing various operational aspects within the nursery, ensuring smooth customer service interactions, efficient inventory management, and proper product placement. The role supports the Nursery Manager by coordinating tree installations, managing product displays, and maintaining the department's overall efficiency.

Essential Functions

1. Customer Service & Coordination
 - Assist customers with point-of-sale transactions
 - Coordinate and dispatch tree installations, collaborating with Nursery, Perennials, and overseeing Installation teams
 - Ensure adherence to customer service processes and solutions, such as promoting upsells
 - Guide customers through installation process and ensure smooth coordination of installs/deliveries
2. Nursery Operations & Product Management
 - Enter SKUs and manage product tags and signage accurately
 - Ensure proper placement of products within the nursery and perennials, following planogramming and sales strategies
 - Assist in stocking, merchandising, and optimizing product displays to maximize sales
 - Oversee the seasonal planogramming and product placement for optimal sales and organization
3. Leadership & Accountability
 - Support the Nursery Manager in leading the team and overseeing core department functions such as staff schedule, employee training and hiring, and admin duties involving proper signage, workshop and social media development, and promotional planning
 - Promote a strong culture of accountability and high standards in nursery operations.

4. Inventory Management
 - a. Manage inventory by tracking stock levels, forecast needs, and optimize product availability to minimize waste
5. Safe Workplace
 - a. Promote and maintain a safe work environment and ensure staff training on safety protocols
6. Pest and Disease Management
 - Work to identify and control pests and diseases as required
 - Must have or obtain certified non-commercial applicator's (pesticide) license

Other Duties

Nursery Manual and SOPs

- Assist with annual content updates or creation for the department manual

Seasonal Festivals and Exhibitions

- Participation in meetings, creating designs, hands-on construction, and working festival shifts beyond traditional garden hours will be required

Volunteers/Interns

- Provide direction and support for all volunteers and interns in your area
- Evaluate volunteers and interns, train them as required to ensure that they utilize the best horticultural practices in the Gardens

Experience/Education

- High School Diploma or GED Required
- 2+ years of retail or related similar experience *preferred*
- Familiarity with nursery or ornamental horticulture
- Working knowledge of Microsoft office products including Outlook, Word and Teams *Required*.
- Familiarity with Point of sale and inventory systems
- Strong organizational skills and attention to detail, especially in pricing, tagging, and signage
- Ability to adopt new technologies
- Process and Procedure oriented
- Valid Drivers License *Required*

Physical Requirements/Work Environment

Must be able to lift 50lbs (team lifting as necessary); accomplish strenuous work, standing and walking on an ongoing basis in various conditions, including extreme heat and cold; perform administrative work in an office setting; ability to work weekends; evenings and holidays as required.

Benefits

Medical/Dental/Vision

Retirement Plan

Employer Paid Life Insurance

Employer Paid Short Term and Long Term Disability Insurance

Generous PTO Plan

To Apply

Applicants interested in this position must submit the following to hr@powellgardens.org.

- Cover letter
- Resume
- Three references: professional, academic, and/or personal

To view the full job description, please go to <https://powellgardens.org/careers-at-powell-gardens/>