

## **JOB DESCRIPTION**

**Position Title:** Accession Office Horticulture Internship at Powell Gardens: Kansas City's botanical garden  
**Position:** One intern, 1-2 days per week at Powell Gardens.  
**Written By:** Susan Mertz, Director of Horticulture  
**Position Reports:** Susan Mertz, Director of Horticulture  
**Department:** Horticulture  
**Exempt/Non-Exempt:** Non-Exempt, contractual, \$9.45 per hour/up to 16 hours per week

### **1. Position Summary**

Working for both Powell Gardens, intern will work in the accession office assisting with the plant record database, creating plant tags, and other garden signs. Attention to detail, follow processes, and ability to learn new technology is a must with this position.

Intern will have the opportunity to learn IrisBG, operate an engraver, and work with other departments at Powell Gardens.

### **2. Essential Functions - ability to learn:**

- Microsoft Office
- Equipment operation - printer, engraver
- Plant ID, record-keeping, and labeling

### **3. Internship Outcomes**

- At the completion of the internship, interns will be able to:
  - Obtain working knowledge of IrisBG
  - Update plant records
  - Create plant tags
  - Create garden signage
  - Strong resume experience and a solid reference from a renowned botanical garden and important community organization

### **4. Sphere of Responsibility**

- Member of the horticulture team at Powell Gardens
- Ambassador for Powell Gardens
- Visitor interaction

### **5. Internal and External Contacts**

**Internal:** Powell Gardens staff, horticulture department, maintenance department.

**External:** Visitors, donors, volunteers, board members, contractors, vendors.

### **6. Consequence of Error**

Interns are members of the Powell Gardens and Unity Village horticulture teams and must understand they are responsible for the overall aesthetic and care of the Garden. Proper protocols, quality control and attention to assigned duties are critical in the role and, if not followed, could result in damaged plant material, a poor visitor experience and a loss of income.

### **7. Experience/Education**

<b>Education</b>	Students enrolled in an AAS, Bachelor's or Master's program in relevant field such as horticulture, botany, turf management, landscape maintenance, agriculture, etc.
<b>Experience</b>	None
<b>Knowledge</b>	Passion for horticulture and nature Willingness to work hard and take constructive criticism to grow as a professional
<b>Communications</b>	Attention to detail Good communication skills Understanding of role in a team
<b>Core Competencies</b>	<p><b>Dependability</b> Consistently punctual performs tasks with minimal supervision; consistently delivers for the organization</p> <p><b>Instills Trust</b> Demonstrates respect of others through honoring commitments; demonstrates fair and ethical behavior with customers and employees; is consistently aware of the shadow he/she casts; gains the confidence and trust of others easily; expresses self in credible and transparent manner</p> <p><b>Policy/Procedure</b> Measures work habits and attitudes as they apply to work safety; considers the contribution to accident prevention, and safety awareness; has the ability to keep the workplace safe and tidy; adheres to all organization policies and procedures</p> <p><b>Teamwork</b> Displays a willingness and cooperativeness when dealing with co-workers; provides meaningful feedback to the team; can receive meaningful feedback from the team; is transparent and diplomatic; understands and delivers in his/her role on the Powell Gardens team</p> <p><b>Work Production</b> Work product is complete, accurate and organized; reflects best practices and high standards; completes assigned work efficiently and in an established time frame; works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload</p>

## **8. Work Environment/Physical Requirements**

- Set work schedule based on academic schedule, up to 16 hours per week.
- Must have a valid driver's license and mode of transportation
- Capable of kneeling, standing, and bending for extended periods of time
- Ability to move quickly, lift items weighing 25 lbs and accept physical requirements necessary to execute work
- Ability to work in varying weather situations including rain and heat.

## **9. Time Commitment**

Interns will start the internship between mid-August and complete the schedule mid-December. Set schedule based on academic schedule, up to 16 hours per week. Some flexibility with the schedule is an option to work around academic deadlines of exams and projects.

## **10. Application Process**

Students interested in the internship must submit the following to Susan Mertz, [smertz@powellgardens.org](mailto:smertz@powellgardens.org).

- Cover Letter addressing the following:
  - Why are you interested in the internship and what do you expect to gain from the experience?
  - What are your career goals?
  - What four areas of horticulture are you currently most interested? (Choose from: aquatic, edibles, turf/grounds, natural resources, production, design/display, other)
  - If you are seeking credit, how many hours do you need? Attach a course description to the application.
- Resume
- Three references: professional, academic, and/or personal