

JOB DESCRIPTION

Position Title: Education Garden Seasonal Gardener (part-time)

Written By: Kristy Peterson

Position Reports to (Title): Coordinator, K-12 & Family Programs

Effective Date: January 1, 2018

Department: Education

1. Position Summary

This position supports the Coordinator, K-12 & Family Programs by assisting in the planting, harvesting, and maintaining of all education garden beds and related landscape surrounding the education building or used by the education department in the Heartland Harvest Garden. The Education Garden Seasonal Gardener will primarily assist in the spring and summer planting and all aspects of the education garden. Other garden projects will be as directed but may be related to learning about, researching, and or drafting informational text or collection material for future interpretive use. This position requires flexibility, enthusiasm, hardiness, and often requires adapting to a sometimes quick pace and/or rapidly changing situations dictated by any situation Powell Gardens' needs. This position requires working alongside various staff members and volunteers outdoors sometimes in extreme weather conditions.

2. Representative Duties

Horticulture

1. Planning, planting, and maintenance of various gardens as directed.
2. Fertilizing, watering, weeding, grooming.
3. Pruning, mulching, and composting.
4. Harvesting and support for the Community Supported Agriculture (CSA) program for the Heartland Harvest Garden.
5. Design and installation of beds.

Other Duties As Assigned

1. Research, writing, record-keeping, and labeling.
2. Ability to work with the public and alongside varied staff and volunteers of all ages and abilities.
3. Performs other duties as assigned by the department including assisting with varied programs and or elements of prep and clean up.

3. Sphere of Responsibility

Works closely with education department team members and volunteers to assist in maintaining the education garden and other related landscape areas in the Heartland Harvest Garden as directed.

4. Internal and External Contacts

Internal:

This position reports to the Coordinator, K-12 & Family Programs, but will work closely with other education department colleagues, horticulture staff, and volunteers.

External:

This position may interface with the general public on a daily basis.

5. Consequence of Error

Failure to adhere to the policies and procedures outlined in the Powell Gardens employee handbook will result in a verbal warning (first offense), written warning (second offense), and potential dismissal. Unethical behavior will result in immediate dismissal.

6. Experience/Education

Education	Requires some coursework related to science education, horticulture education or botany and basic gardening skills. A preference will be given to individuals currently enrolled in a degree program in horticulture, landscape architecture/design, or botany.
Experience	Prior experience working in a garden or at a landscape center or nursery is helpful. Research and writing experience is preferred as is computer literacy: knowledge of Microsoft Office Suite. Experience in working independently is required.
Knowledge	Knowledge of garden equipment use including driving a golf cart, using a wheelbarrow and shovel, moving mulch, and general seasonal garden maintenance is required. Prior experience planning and planting beds or landscaping is helpful. Prior experience working with the public to provide good customer service is helpful.
Communications	This position requires excellent communication skills in person and an ability to work with and connect with a variety of people from all walks of life, varied ages, and with a range of abilities is important. Professionalism is expected.
Core Competencies	<p>Optimizes Work Processes: Designs processes and procedures that allow managing from a distance; seeks ways to improve processes, from small tweaks to complete reengineering; separates and combines tasks into efficient and simple workflow; thinks about the whole system, focuses efforts on continuous improvement; identifies and seizes opportunities for synergy and integration.</p> <p>Balances Stakeholders: Understand internal and external stakeholder requirements, expectations, and needs; balances the interests of multiple stakeholders; considers cultural and ethical factors in the decision-making process; acts fairly despite conflicting demands of stakeholders.</p> <p>Instills Trust: 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>Cultivates Innovation: Moves beyond traditional ways of doing things;</p>

	<p>pushes the status quo; continually assesses the market potential of an innovative idea or solution; finds and champions the best creative ideas and actively moves them into implementation; tries multiple varied approaches to innovative idea; builds excitement in others to explore creative options.</p> <p>Tech Savvy: Anticipates the impact of emerging technologies and makes adjustments; readily learns and adopts new technologies; continually scans the environment for technology breakthroughs; experiments with a wide range of existing technologies while applying new and emerging options that can enhance organizational outcomes; encourages others to learn and adopt new technologies.</p> <p>Managing Change & Improvement: Measures effectiveness in initiating changes; adapts to necessary changes from old methods when they are no longer practical; identifies new methods and generates improvement in the organization's performance.</p>
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9. Work Environment/Physical Requirements

The ability to bend, kneel, and stretch, sit for periods of time (or stand) and lift 40-50 pounds is required. Proper management of plant material, working in extreme temperatures, and the ability to care for an outdoor garden year round is required.

Work hours for this position are primarily Monday through Friday 8 a.m. to 5 p.m., but occasional evening or weekend hours may be required due to episodic program or project support as needed.

A combination of administrative tasks (indoors) and tasks elsewhere onsite may be required—working indoors and outdoors will be periodically expected. Professional appearance and an ability to speak with the public will be required. This position requires the ability to remain in a stationary position up to 50% of the time; move about inside and outside the office to perform normal work duties; and move throughout a multi-facility work location.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____ Date: _____