

JOB DESCRIPTION

Position Title : Gardener, Seasonal

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Position Reports to (Title): Horticulturist

Effective Date: January 2019

Department: Horticulture

Exempt/Non-Exempt: Full time Non- Exempt

1. Position Summary

This position under the supervision of the Garden's area horticulturist is responsible for the overall horticultural design, installation, display and maintenance

2. Essential Functions

Garden Maintenance

- Responsible for weeding, mulching, watering, planting and general maintenance.

Pest and Disease Management

- Identify and control any threatening plant pests and diseases as required.

Facilities Maintenance

- Inspect and communicate concerns and needs in a timely manner allowing enough lead time to manage issues.

Volunteers/Interns

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

3. Sphere of Responsibility

Supervises:

- Interns
- Volunteers

4. Internal and External Contacts

Internal:

All levels of staff and volunteers

External:

Visitors

5. Consequence of Error

The Garden will provide the highest quality experience of a botanical garden. The overall quality and presentation of this garden often provide the visitor with their first impression. The inability to provide the leadership and quality of these Garden will affect the overall visitor experience, donor cultivation and community support. High standards must be upheld in all areas under this position. Advocacy and problem-solving are key to success for this person.

6. Experience/Education

Education	High School Diploma, GED or 2 year associate degree in Horticultural field or related area, Plant Sciences or related field
Experience	No experience required but preferred 3- 5 Years in a botanical garden or similar field.
Knowledge	Operate necessary garden equipment and vehicle. Valid driver's license.
Communications	Written and oral communication skills. Timely and organized.
Core Competencies	<p>Action- Oriented Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues .</p> <p>Courage Readily tackles tough assignments; faces difficult issues and supports others who do the same; provides direct and actionable feedback; is willing to champion an idea or position despite dissent or political risk.</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>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> <p>Nimble Learning Learns quickly when facing new situations; experiments to find new solutions; takes on the challenge of unfamiliar tasks; extracts lessons learned from failures and mistakes.</p> <p>Situational Adaptability Picks up on situational cues and adjusts in the moment; readily adapts personal, interpersonal, and leadership behavior; understands that different situations may call for different approaches; can act differently depending on the circumstances.</p>

7. Physical Requirements/Work Environment

Must be able to lift 50lbs; accomplish strenuous work on an ongoing basis in various conditions, including extreme heat and cold ; willingness to don waders and enter the garden pools; must have dexterity and be able to groom plants and prune with speed and accuracy; ability to work evenings, holidays and weekends as required.

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: _____