

## **JOB DESCRIPTION**

**Position Title:** Horticulture Internship at Powell Gardens: Kansas City's botanical garden  
**Positions:** Two (2) interns five days at Powell Gardens.  
**Written By:** Susan Mertz, Director of Horticulture  
**Position Reports:** Haley Drake, Horticulturist, Heartland Harvest Garden  
**Department:** Horticulture  
**Exempt/Non-Exempt:** Non-Exempt, contractual, \$9.45 @ 40 hours/week

### **1. Position Summary**

Working for both Powell Gardens, interns will have the opportunity to sample a variety of horticultural specialties including assisting with the overall horticultural design, installation, display and maintenance of a landscape primarily focused on edible plants.

Current enrollment at the University of Central Missouri or other academic institution in a science or plant science field is required.

Interns will gain insight, skills and mentorship through widely diverse gardens and grounds. Interns will be invited to meet and learn from other non-horticulture professionals at the Garden including administration, education and development. The goal of the internship is to be exposed to the diverse specializations within horticultural sciences, theory and practice, and instill a passion for public gardens.

### **2. Essential Functions**

- Planning, planting, harvesting, and maintenance of various gardens
- Fertilizing, watering, weeding, grooming
- Pruning
- Pest control
- Equipment operation such as mowers, trimmers, spray equipment and blowers
- Design and installation
- Plant ID, record-keeping and labeling
- Assist with set up and tear down of exhibits and festivals as required

### **3. Internship Outcomes**

- At the completion of the internship, interns will be able to:
  - Demonstrate exterior horticulture principles and practices in a Midwest ecosystem
  - Exhibit grounds management skills related to planting, pruning, watering, mulching, raking and spraying
  - Have an understanding of plants that grow and thrive in the Midwest, specifically in Missouri
  - Have been a valuable member of the Horticulture team at two major organizations
  - Demonstrate management practices related to woody trees and shrubs, perennials, annuals, edible and display gardens
  - Practice safe and effective horticultural tool and equipment maintenance
  - 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 a member of the Powell Gardens horticulture team 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</p>

	through to the end while taking into consideration current responsibilities and workload
--	--

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

- Primarily Monday-Friday, 7/7:30 am to 3:30/4 pm; must be open to flexible hours as deemed necessary and weekends as scheduled.
- 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**

Those seeking college credit and or paid for the internship, must complete the required number of contact hours required by their respective institution. The standard number of hours for an intern at Powell Gardens for successful completion is 40 hours/week for 12-16 weeks. Interns will start the internship between mid-May/early June and end mid-August.

## **10. Application Process**

Students interested in the Heartland Harvest Garden/UCM internship must submit the following to Susan Mertz, [smertz@powellgardens.org](mailto:smertz@powellgardens.org), by April 15, 2020.

- Cover Letter addressing the following:
  - Why are you interested in the Heartland Harvest Garden 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?
  - 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