

JOB DESCRIPTION

Position Title: UCM Intern, Heartland Harvest Garden
Written By: Tabitha Schmidt, Executive Director/President
Position Reports: Horticulturalist, Heartland Harvest Garden
Department: Horticulture
Exempt/Non-Exempt: Non-Exempt, contractual

1. Position Summary

Working outdoors with exterior horticulture, the intern will get the opportunity to learn and maintain the nationally-recognized 12 acre edible landscape, the Heartland Harvest Garden. This is a UCM Grant and UCM student in Horticulture or Higher Education Institution can apply.. Extensive hands-on learning will include edible landscape maintenance and design, pest management, greenhouse production and the Community Supported Agriculture Membership Program.

2. Essential Functions

- Planning, planting and maintenance of edible plants
- Fertilizing, watering, weeding, grooming
- Pruning
- Pest control
- Equipment operation such as mowers, trimmers and spray equipment
- Harvesting and support for the Community Supported Agriculture (CSA) membership program for the Heartland Harvest Garden
- Design and installation
- Record-keeping and labeling

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
- Demonstrate management practices related to edible plants and landscaping
- Practice safe and effective horticultural tool and equipment maintenance
- Strong resume experience and a solid reference from a renowned botanical garden

4. Sphere of Responsibility

- Member of the horticulture team
- Ambassador for Powell Gardens and member of the organization
- Visitor interaction

5. Internal and External Contacts

Internal: Powell Gardens staff, Horticulture department, Maintenance department, volunteers

External: Visitors

6. Consequence of Error

Powell Gardens Inc./Intern, Heartland Harvest Garden/January 2018

Interns are members 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

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| Education | Horticulture students enrolled in an AAS Horticulture, Bachelor's or Master's program. |
| Experience | None |
| Knowledge | Passion for horticulture and nature |
| Communications | Attention to detail Good communication skills Understanding of role in a team |
| Core Competencies | <p>Dependability Consistently punctual performs tasks with minimal supervision; consistently delivers for the organization</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>Policy/Procedure 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>Teamwork 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>Work Production 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

Primarily Monday-Friday, 7/7:30 am to 3:30/4 pm; open to flexible hours as deemed necessary.

Must have a valid driver's license

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, snow 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.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way state 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: _____