

JOB DESCRIPTION

Position Title: Horticulture Internship at Powell Gardens: Kansas City's botanical garden

Positions: Intern, full time or part time

Written By: Susan Mertz, Director of Horticulture

Position Reports: Matt Hockaday, Horticulturist, Core Gardens

Department: Horticulture

Effective Date: July 2021

Exempt/Non-Exempt: Non-Exempt, contractual, \$10.30 per hour

1. Position Summary

Interns will have the opportunity to sample a variety of horticultural specialties including seasonal displays, aquatic, and grounds/natural resources. And assist with seasonal exhibits and festivals.

Interns will gain insight, skills and mentorship through widely diverse gardens and grounds. Interns will rotate through these diverse gardens working with the horticulture supervisors and their teams. 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.

Powell Gardens strives for excellence with horticultural display and impact on visitor experience, emphasizing the quality of collections, materials, function, and design. By maintaining exemplary standards of horticultural care, we reflect this commitment to excellence, ensure the optimal health of our living collections, and create a landscape of enduring beauty giving a positive impact on visitor experience.

2. Essential Functions

- Planning, planting and maintenance of various gardens.
- Fertilizing, watering, weeding, grooming
- Pruning
- Pest control
- Equipment operations such as mowers, trimmers, spray equipment and blowers
- Design and installation
- Plant ID, record-keeping and labeling
- Interacting and interpreting different elements of our displays through chalk board signs.

Seasonal Festivals and Exhibitions

The horticulture team is an integral part of planning, designing, installing and tearing down seasonal festivals and annual exhibitions. Participation in meetings, creating designs, hands-on construction, and working festival shifts beyond traditional garden hours will be 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
 - 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 aquatic 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 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

Education	Students enrolled in an AAS, Bachelor’s or Master’s program in relevant field such as horticulture, botany, turf management, landscape maintenance, agriculture, etc.
Experience	None
Knowledge	Passion for horticulture and nature Willingness to work hard and take constructive criticism to grow as a professional
Communications	Attention to detail Good communication skills Understanding of role in a team
Core Competencies	Dependability Consistently punctual performs tasks with minimal supervision; consistently delivers for the organization 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 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

	<p>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>
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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 internship must submit the following to Susan Mertz, 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