

## **JOB DESCRIPTION**

**Position Title:** Senior Gardener /Kauffman Memorial Garden and Kauffman Foundation

**Written By:** Susan Mertz

**Position Reports to (Title):** Lead Horticulturist of Kauffman Memorial Garden

**Effective Date:** June 2021

**Department:** Horticulture/ Kauffman Memorial Garden

**Exempt/Non-Exempt:** FT, Non- Exempt, Hourly

---

### **1. Position Summary**

This position is responsible for helping with the horticultural design, installation, display and maintenance of the Kauffman Memorial Garden and designated areas of the Kauffman Foundation. The highest quality and execution should be focused on design maintenance and development, installation and supervision of these areas providing the visitor with a premier display garden experience.

### **2. Essential Functions**

Display

- Assist with the design and implementation of creative displays.
- Provide thoughtful strategies for garden maintenance.
- Share display through social media posts (Facebook and Instagram), monitor activity, and respond to questions and comments.

Collection Care

- Assist with collections development and maintenance.
- Coordinate collection information and record keeping with Powell Gardens' staff

Garden Maintenance

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

- Meet timeline for displays, installation, maintenance, and containers:
  - January – clean up perennial beds, de-installation of holiday display
  - February – clean and compost outside beds
  - March – continue clean up and composting of beds, clean up early spring flowering perennials, fertilize perennial beds, plant early spring annuals.
  - April – forced bulbs in place, install tender annuals and cool season crops, water, weed, deadhead bulbs as needed
  - May – prune deciduous trees as needed, weed beds, water, edit underperforming plants, daily deadhead perennials and roses, pick Japanese Beetles, summer installation
  - June – plant summer annuals first week of June, water, weed, deadhead, stake plants as needed.
  - July – transplant annuals/perennials as needed, prune larger vines as needed, remove dead foliage in perennial beds, deadhead daily
  - August - transplant annuals/perennials as needed, prune larger vines as needed, remove dead foliage in perennial beds, deadhead daily
  - September – pull summer annuals in preparation of fall installation, clean up perennial beds. plant fall installation
  - October – water, weed, prune, plant bulbs and winter annuals
  - November – remove fall display plantings, plant spring bulbs, install holiday display

Senior Gardener, Kauffman Memorial Garden / June 2021

- December – water, clean up, replace poinsettias as needed, clean up leaves in beds

#### Pest and Disease Management

- Identify and control threatening plants, insects and diseases as required

#### Garden Manual

- Assist with annual content updates for the area’s garden manual.

#### Facilities Maintenance

- Inspect and communicate concerns and needs to the Kauffman Horticulturist in a timely manner.

#### Volunteers/Interns

- Provide direction and support for all volunteers and interns in your area
- Help train volunteers and interns giving direction and support,

### **3. Sphere of Responsibility**

Supervises:

- Interns
- Volunteers

### **4. Internal and External Contacts**

**Internal:** All levels of Powell Gardens staff and Kauffman Gardens volunteers

**External:** Ewing Marion Kauffman Foundation staff and contractors, Muriel McBrien Kauffman Foundation staff and contractors, Visitors

### **5. Consequence of Error**

The Kauffman Memorial 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**

<b>Education</b>	B.S. or A.A. in a horticultural related field.
<b>Experience</b>	3 Years in a horticultural field; preferred experience with floral or botanical gardens
<b>Knowledge</b>	Operate necessary equipment such as blowers, weed eaters, and mowers. Must understand and know basic computer skills A knowledge of plant names either botanical or common
<b>Communications</b>	Written and oral communication skills Timely and organized
<b>Core Competencies</b>	<b>Action- Oriented</b>

	<p>Readily takes action on challenges, without unnecessary planning; displays a can-do attitude in good and bad times; steps up to handle tough issues</p> <p><b>Cultivates Innovation</b>          Moves beyond traditional ways of doing things; tries multiple varied and new approaches to innovative ideas; builds excitement in others to explore creative options.</p> <p><b>Instills Trust</b>          Demonstrates respect of others through honoring commitments; demonstrates fair and ethical behavior with visitors and employees; gains the confidence and trust of others easily; expresses self in a credible and transparent manner.</p> <p><b>Nimble Learning</b>          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><b>Optimizes Work Processes</b>          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.</p>
--	---

**7. Physical Requirements/Work Environment**

Must be able to lift 40lbs; accomplish strenuous work in various conditions, including extreme heat and cold; must have dexterity and be able to plant, groom and prune with speed and accuracy. Work 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: \_\_\_\_\_