JOB DESCRIPTION

Position Title: Shared Gardener, Seasonal
Written By: Susan Mertz
Position Reports to (Title): Director of Horticulture
Effective Date: January 2020
Department: Horticulture
Exempt/Non-Exempt: Full time Non-Exempt

1. Position Summary
This shared gardener position, under the supervision of the Garden’s area horticulturists of the Visitor Center, Education Garden, and Heartland Harvest Garden, assists with overall horticultural installation, display, and maintenance, and festival and exhibit support under the leadership of each area.

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.

Exhibits and Festivals
● Assist with set up and tear down.
● Assist with ongoing maintenance of horticulture components.

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: Powell Gardens staff, horticulture department, maintenance department.
External: Visitors, donors, volunteers, board members, contractors, vendors.

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 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.
6. Experience/Education

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<tr>
<th>Education</th>
<th>High School Diploma, GED or 2 year associate degree in Horticultural field or related area, Plant Sciences or related field</th>
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<tr>
<td>Experience</td>
<td>No experience required but preferred 1-2 years in a botanical garden or similar field.</td>
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<td>Knowledge</td>
<td>Operate necessary garden equipment and vehicle. Valid driver’s license.</td>
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<td>Communications</td>
<td>Written and oral communication skills. Timely and organized.</td>
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<td>Core Competencies</td>
<td><strong>Action-Oriented</strong> 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. <strong>Courage</strong> 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. <strong>Instills Trust</strong> 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. <strong>Managing Change &amp; Improvement</strong> 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. <strong>Nimble Learning</strong> 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. <strong>Situational Adaptability</strong> 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.</td>
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7. Physical Requirements/Work Environment

Must be able to lift 50lbs; accomplish strenuous work an and 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.

8. Application Process
Applicants interested in the shared gardener, seasonal position must submit the following to Susan Mertz, smertz@powellgardens.org, by March 1, 2020.

- Cover letter addressing the following:
  - Why are you interested in the shared gardener, seasonal position and what do you expect to gain from the experience?
  - What is your experience with horticulture and/or gardening?
  - Do you have professional or volunteer experience with product displays, exhibits, and/or festivals?
  - What areas of horticulture are you currently most interested?
- Resume
- Three references: professional, academic, and/or personal

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: __________________