JOB DESCRIPTION

Position Title: Paid Intern, Horticulture (Ewing and Muriel Kauffman Memorial Garden)
Written By: Susan Mertz, Director of Horticulture
Position Reports: Duane Hoover, Horticulturist, Kauffman Memorial Garden
Department: Horticulture
Exempt/Non-Exempt: Non-Exempt, contractual
Compensation: $9.45–10.00/hr

1. Position Summary
Working for the Kauffman Memorial Garden, the intern will have the opportunity to sample a variety of horticultural specialties including seasonal annual displays, perennials, and conservatory maintenance.

Working outdoors, the intern will have the opportunity to learn and maintain a European style garden in the heart of Kansas City. The intern will learn about these highly maintained gardens working with the horticulturist and team. Extensive hands-on learning will include planting and maintenance of annual beds at the Kauffman Memorial Garden. And, will help with fertilizing, watering, weeding, pest control, record-keeping and labeling of perennials, shrubs and trees. The Kauffman Memorial Garden is a premier display garden that requires a unique set of maintenance work, design concepts and the use of both temperate and tropical plants. The process of installation and meticulous maintenance will help our intern to enrich the skill set and knowledge. 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
● Planting and maintenance of the Kauffman Memorial Garden.
● Fertilizing, watering, weeding, grooming
● Pruning
● Pest control
● Equipment operation such as mowers, trimmers and blowers
● Design and installation
● Record-keeping and labeling

3. Internship Outcomes
● At the completion of the internship, interns will be able to:
   ● Demonstrate outdoor horticulture principles and practices in a Midwest ecosystem
   ● Exhibit grounds management skills related to planting, pruning, watering, mulching, raking
   ● 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 woody trees and shrubs, perennials, annuals.
   ● 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 the Kauffman Memorial Garden
● Visitor interaction

5. Internal and External Contacts
Internal: Powell Gardens staff, Horticulture department and volunteers
6. Experience/Education

<table>
<thead>
<tr>
<th>Education</th>
<th>High School Diploma; preference will be given to Horticulture students enrolled in an AAS Hort, Bachelor’s or Master’s program</th>
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</thead>
<tbody>
<tr>
<td>Experience</td>
<td>None</td>
</tr>
<tr>
<td>Knowledge</td>
<td>Passion for horticulture and nature</td>
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</tbody>
</table>
| Communications | Attention to detail  
| | Good communication skills  
| | Understanding of role in a team                                                               |

7. Work Environment/Physical Requirements

Primarily Monday-Friday with occasional weekend work; 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 50 lb and accept physical requirements necessary to execute work.

Ability to work in varying weather situations, including rain and heat.

8. Time Commitment

Those seeking college credit and/or to be paid for the internship, must complete the required number of contact hours required by the respective institution. The standard number of hours for an intern at Powell Gardens for successful completion is 40 hours/week for 12-16 weeks.

Unpaid interns or those not concerned about college credit must commit to at least 8 weeks with at least 20 hours per week.

9. Application Process

Students interested in the internship must submit the following to Susan Mertz at smertz@powellgardens.org by March 1, 2020.

- 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/golf, 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