



Monk Botanical Gardens

POSITION DESCRIPTION

Position: AmeriCorps Member/ Horticulture Intern

Reports to: Gardens Supervisor

Status: May-Aug quarter-time 450-hour AmeriCorps position

Pay Scale: AmeriCorps Living Allowance & Education Award for 450-hour minimum time position

Duties and Responsibilities:

- Responsible for development, implementation and execution of Garden Priority project.
- Provide educational tours and programs to the public.
- Provide visitors to the Gardens with information and support.
- Provide onsite support to summer volunteer work crews and gardening volunteers.
- Plant and maintain a variety of woody and herbaceous plants including pruning, deadheading, weeding, apply mulch and soil amendments, transplanting, dividing perennials, watering, fertilizing, hauling brush, mowing, raking and pest control.
- Operate and perform routine maintenance on power equipment needed for grounds work.
- Use herbicides safely and according to directions to control invasive plants.
- Attend and participate in required AmeriCorps trainings and meetings
- Complete and submit all AmeriCorps timesheets and reports in a professional and timely manner
- Assist with event activities.

Work Hours: Daytime, some weekends and evening hours.

Education and/or Work Experience: Experience working on teams is desirable. Candidate must have a valid driver's license.

Other Qualifications:

- Able to work independently and within small work teams.
- Good interpersonal skills.
- Friendly and outgoing.
- Attention to detail.
- Self-motivated and hardworking.
- Passion about people, nature and education.

Physical Requirements:

- Able to stand, bend, kneel, climb, reach, pull, push, sit, grab, and lift and carry (up to 50 lbs.) on a daily basis in all weather conditions.
- Able to operate equipment, such as mowers, lawn tractors.
- Able to use of hand pruners, loppers, hand saws and backpack sprayers.

To apply: Send resume and cover letter via email to info@monkgardens.org. Questions call 715-261-6309

