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**POSITION DESCRIPTION**

**Position:** AmeriCorps Member / Horticulture Intern

**Reports to:** Horticulture & Grounds Manager

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

**Pay Scale:** AmeriCorps Living Allowance & Education Award for 450-hour quarter 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 educational events and workshops

**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 hand pruners, loppers, hand saws and backpack sprayers

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