



### **Job description**

**Title: Seasonal Horticulture Assistant**

**Reports to: Curator of Plant Collections, Horticulture Manager**

**Hours: Full time Seasonal May-October**

#### **Basic responsibilities**

The Horticulture Assistant at Betty Ford Alpine Gardens plays a very important role within the Gardens. A full-time seasonal position within the horticulture department, this role is essential to both the upkeep of the Gardens, the support of garden volunteers and the propagation of collections.

- Responsible for assisting with routine and specialized maintenance of all areas of the Garden, with emphasis on plant health, soil nutrition, water feature care, and irrigation systems.
- Aids to ensure water conservation by regular monitoring and reporting of necessary upgrades of irrigation and water feature systems.
- Carries out planting activities per instructions from the Horticulture Manager and Curator, including placement of plants and ensures accurate record keeping per curation guidelines.
- Performs sustainable best practices of environmentally friendly and sustainable garden and pest management consistent with the overall goals of BFAQ.
- Works with the Horticulture Manager to ensure that the garden is safe for the public and that all work is completed in a safe manner.
- Conveys records of work, garden maintenance, and plant health to the Horticulture Manager.
- Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the public.
- Participates in the active garden volunteer program on Monday and Thursday mornings and any additional special volunteer days as may occur occasionally.
- Maintains inventory of tools and supplies, preforms general maintenance of equipment, and conveys necessary replenishment and or specialized care of supplies and equipment as needed to service Garden facilities and plant collection.

Benefits package possible for returning employees, including health insurance, dental insurance, 401k.

Compensation DOE but expected to be in the range of \$23-25/hr.