New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. NEBG is an equal opportunity employer.

NEBG’s mission is to create experiences with plants that inspire people and improve the world. Our community-based approach includes education, training, tree planting, and monitoring to achieve significant improvements to the environment and to the quality of life in our cities and towns. The Horticulture Outreach Intern program is a partnership between New England Botanic Garden (Worcester County Horticultural Society) and the City of Worcester Forestry Division.

**Job Description:**

The Horticulture Outreach Field Supervisor will support the Horticulture Outreach Manager in installing and maintaining community horticulture projects and trees. They will drive an NEBG-owned truck with watering tank and help maintain newly planted City of Worcester trees. They will facilitate the Get a Tree, Plant a Tree program in Worcester County. They will supervise and train a team of Horticulture Outreach summer interns and volunteer groups at various urban beautification sites. Field tasks include watering, mulching, staking, planting, pruning, weeding, and other horticultural tasks throughout the Worcester area and schedule rotations in the horticulture department at NEBG. Other tasks will include assisting with seasonal light displays, special events, and snow removal at NEBG in winter, as needed. This is a fast-paced position requiring ability to be flexible and multi-task.

**Responsibilities:**

- Ensures safe working conditions in the field. Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to the Outreach Manager and/or Chief Financial & Operations Officer, or other designee.
- Directs interns and volunteers to water, stake, mulch, plant, weed, and otherwise care for trees and gardens on weekly list. Maintains daily and weekly field records.
- Drives an NEBG truck as a driver insured by NEBG and is responsible for its physical condition and reports issues in a timely manner.
• Ensures appropriate and safe use of the watering tank located on the back of the truck.
• Maintains tools and equipment.
• Engages with the public regarding tree and garden care, as needed.
• Assists the horticulture staff at NEBG, as appropriate.
• Meets with the Horticulture Outreach Manager on a regular basis to clarify field work activities.
• Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.

Qualifications
• Valid driver’s license, excellent driving record, and ability to drive a pickup truck. Experience in driving similar vehicles preferred.
• Satisfactory completion of a criminal background check.
• Experience working with diverse staff, preferably in a supervisory position.
• Knowledge or interest in horticulture, landscape design, urban ecology, forestry, or urban planning - preferred.
• Basic landscape construction experience preferred.
• Effective communication skills and willingness to interact with the public.
• Able to use Word, Excel, and other Microsoft Office programs, including Teams.

Physical Demands / Working Conditions
• Able to receive and respond to text messages during the workday.
• Able to lift 40 lbs, repeatedly.
• Willing to work in an outdoor, public setting in a variety of weather conditions including heat, rain and mud, snow, buggy conditions, and in various diverse urban neighborhoods.
• Able to do strenuous work as described — bend, squat, kneel, stand, shovel, lift, repetitive hand movements, and walk on uneven terrain.
• Able to work with appropriate tools and machinery like shovel, rake, hand saw, pruners.
• Horticulture Outreach Field Supervisor is required to wear work boots for safety and clothing appropriate to the weather and the job. Rain and safety gear is provided by NEBG.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Schedule
Generally, work will be M-F from 7:00am – 3:30pm. Occasional work outside these hours for community work and special events might be required.

Benefits
Life and disability coverage, health and dental insurance, various other benefits as described in the employee handbook, clothing allowance, professional development opportunities, organization membership in the American Public Garden Association, Ecological Landscape Alliance, and MA Tree Wardens & Foresters Association.

In addition to being an Equal Opportunity Employer, New England Botanic Garden fosters an inclusive workplace that values each member of our team. We aspire to reflect and serve our visitors as well as the communities of Worcester County, Massachusetts, and New England.

All NEBG employees must be fully vaccinated (verification required) or be approved by NEBG as exempt for medical or religious reasons.