

Temporary Outdoor Gardener

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA

Direct Manager:	Formal Gardens Manager		
Department/Group:	Horticulture	Job Category:	<ul style="list-style-type: none">• Non-Exempt• Full-time• Temporary, 6 months starting in October
Location:	Boylston, MA	Travel Required:	None
Salary or Rate Range:	\$16.50 hourly	Contact	https://nebg.isolvedhire.com/jobs/

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. New England is an equal opportunity employer.

NEBG at Tower Hill does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Temporary Outdoor Gardener is expected to carry out the responsibilities of the job in ways that support NEBG's mission and its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns
- Make efforts to support a diverse work force.

Job Description

This is a temporary position, as described in the Tower Hill Employee Handbook. Temporary employees are hired for a limited duration (typically not longer than a six-month period) to supplement the workforce or to assist in the completion of a specific project. Temporary employees are on the WCHS payroll and receive legally mandated benefits (such as Social Security, workers' compensation insurance and paid sick time).

The Temporary Outdoor Gardener is responsible for:

- Working within the Horticulture team under the direction of the Formal Gardens Manager and other full-time horticulture staff to maintain assigned garden areas to high standards, and to assist with ongoing projects and events.
- Supporting the maintenance of garden infrastructure and reporting maintenance needs to the appropriate staff.
- Core tasks of this position are:
 - Weeding, mulching, watering, bulb planting. Assisting with blowing off paths and string trimming as directed.
 - Fall cleanup tasks, such as but not limited to, leaf cleanup, plant cutbacks and seasonal plant removals.
 - Assisting with creating/crafting of components of the Night Lights events.
 - Installation of lighting and other components of Night Lights as directed,

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- Staffing of the Night Lights event as a Garden Monitor for at least 3 evenings of the event.
- Snow removal (shoveling and spreading ice melt as directed)
 - Being part of an assigned rotating weekend on-call group for snow removal efforts.
- When the Night Lights event is over, helping with the de-install process of lights and other decorative components and organization and inventorying of supplies.
- Assisting with set up for the “Killers in the Conservatory” program.
- Assisting with preparations and installation of the Orchid Exhibition.
- Performing other duties as assigned

Communication, Collaboration, & Interpersonal Skills

- Willingly and cheerfully integrates work of horticulture department with the efforts of other departments.
- Comfortably interacts with Garden visitors in a professional manner.
- Performs duties consistent with a public garden serving a diverse audience in accordance with directed practices and procedures.
- Ability to use communications and standard office technology.
- Ability to use MS Teams.

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Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to Tower Hill property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and job description requirements.

Physical Demands / Working Conditions:

- Must be able to lift 50 pounds repeatedly
- Must be willing and able to work outdoors in all seasonal extremes.
- Must be able to bend, squat, kneel, stand, and walk for extended periods of time.
- Must be able to work with appropriate hand and power tools.

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

Schedule

The Temporary Outdoor Gardener position is full-time temporary and non-exempt. The standard work schedule for this position is 40 hours per week, Monday – Friday 7:00 am – 3:30 pm with a half hour unpaid lunch break. However, the schedule is flexible to suit the needs of the organization and will periodically involve evening hours supporting the Night Lights event and around snow removal on the weekends. Work is performed both indoors and outdoors in varying weather conditions.