

## Temporary Outdoor Gardener

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

<b>Direct Manager:</b>	Director of Horticulture		
<b>Department/Group:</b>	Horticulture	<b>Job Category:</b>	<ul style="list-style-type: none"><li>• Non-Exempt</li><li>• Full-time</li><li>• Temporary, 3 months starting in April/May</li></ul>
<b>Location:</b>	Boylston, MA	<b>Travel Required:</b>	No
<b>Salary or Rate Range:</b>	\$17.00/hour	<b>Apply at:</b>	<a href="https://bit.ly/nebg-jobs">https://bit.ly/nebg-jobs</a>

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

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

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

### Responsibilities

- Working under the direction of the Director of Horticulture; Formal Gardens Manager and other full-time horticulture staff to maintain assigned garden areas to high standards
- Supporting the maintenance of garden infrastructure and reporting maintenance needs to the appropriate staff
- Performing other duties as assigned for the success of the gardens and programming

### Schedule

The Temporary Outdoor Gardener position is full-time temporary and non-exempt. The standard work schedule for this position is approximately 40 paid hours per week not including an unpaid 30-minute meal break. The schedule will be Monday through Friday; 7:00 am – 3:30pm; however, the schedule may be adjusted to suit the needs of the organization and may involve weekend hours. Work is performed both indoors and outdoors in varied weather conditions.

### Qualifications

Preference will be given to those candidates who have some or all the following qualifications:

- One or more years of college-level course work in horticulture, propagation, botany, landscape design, plant conservation, or other plant-related field, or equivalent experience.
- Previous work experience in a nursery, greenhouse, or arboretum/botanic garden or in park maintenance.
- Career plans in the fields of horticulture, landscape architecture, or another plant-related field.
- Responsible and self-motivated.

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## **Physical Demands / Working Conditions**

- Must be able to lift 50 pounds repeatedly.
- Must be able to work indoors in conservatory conditions and 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 tools and machinery.
- Must be able to work with standard communications equipment and office technology and software.

## **Safety**

- 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 to the Director of Horticulture or their designee.
- Uses tools and equipment in a safe manner in accordance with standards set by supervisors.
- 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 the requirements of the job description.

In addition to being an Equal Opportunity Employer, NEBG at Tower Hill aims to create 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.