

Temporary Gardener

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

Direct Manager:	Director of Horticulture		
Department/Group:	Horticulture	Job Category:	• Non-Exempt • Full-time • Temporary
Location:	Boylston, MA	Travel Required:	No
Salary or Rate Range:	\$18.50/hour	Apply at:	https://bit.ly/nebg-jobs

Position Overview

The Temporary Gardener is a temporary, hands-on gardening position focused on maintaining New England Botanic Garden's outdoor garden spaces and conservatories. Under the direction of permanent horticultural staff, this role involves caring for a diverse collection of garden areas using horticultural best practices and supporting special exhibitions and events, while ensuring the safety and enjoyment of visitors.

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).

Why you should apply

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).

Responsibilities

- Work under the direction of the Director of Horticulture, Senior Manager of Horticulture, Manager of Gardens and Conservatories and other full-time horticulture staff to maintain garden areas to high standards.
- Support the maintenance of garden infrastructure and equipment.
- Support snow removal and other weather responses.
- Support installation and maintenance of the NEBG's winter light show Night Lights.
- After training, safely operate and maintain power tools.
- Be welcoming to all staff and visitors and respectful of staff differences and preferences.
- Work with an awareness of surroundings in accordance with NEBG safety policy.
- Comply with the provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Perform other duties as assigned for the success of the gardens and programming.

Schedule

The Temporary Gardener position is full-time temporary and non-exempt. The standard work schedule for this position is five days per week, **Monday through Friday, from 7:00 am – 3:30 pm with an unpaid 30-minute lunch**. The schedule may be flexible to accommodate the organization's needs and may involve agreed upon weekend or evening hours.

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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 and to navigate uneven grounds and stairs evenly.
- Poison ivy, ticks, mosquitoes, bees, and other stinging insects will be encountered on the property. Training and personal protective equipment will be provided.
- Must be able to comfortably and safely work at heights on ladders with training.
- Must be able to work with appropriate tools and machinery.
- Must be able to work with standard communications equipment and office technology and software.

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

Qualifications

- Valid driver's license.
- Satisfactory completion of a criminal background check.
- Knowledge of or interest in horticulture, landscaping or related fields preferred.
- Effective communication skills and willingness to interact with the public.