

Summer Horticulturalist



Douglas-Hart Foundation
Mattoon, Illinois

Summer Horticulturalist/Gardener

SUMMARY OF POSITION

The **Seasonal Horticulturalist** is responsible for assisting the Garden Manager in land management practices, gardening, landscaping, grounds and trail maintenance, and similar for the Douglas-Hart Foundation at three unique properties: The Douglas-Hart Nature Center, Friendship Garden, and The Whiteside Garden. Most duties will be conducted at The Whiteside Garden. Typical day-to-day operations include weeding, invasive species removal, mowing, mulching, seedling care, transplanting, watering, trimming, weedeating, trail and grounds maintenance, maintaining specialty beds, data collection, and similar. This is a seasonal position, May-August, and fulfills the requirements of an internship if needed.

DESCRIPTION OF PRIMARY DUTIES

HORTICULTURE (85% of duties)

- Assist with basic garden bed care: planting, weeding, mulching, watering, and similar
- Assist with grounds maintenance: mowing, weedeating, brush cutting, and similar
- Assist with basic tree care: trimming, mulching, pruning, felling, and similar
- Assist with propagation, pruning, transplanting, potting, and other plant care
- Provide basic care for plant needs: pest infestation, disease, soil imbalance, and similar
- Ensure trails and amenities are maintained, clean, safe, and cared for
- Assist with data collection, plant research, plant tagging, and similar
- Lead volunteer groups in various garden projects

PROGRAMMING AND OPERATIONS (15% of duties)

- Assist with large events and programs in cooperation with other staff
- Assist with daily operations of the organization, including but not limited to clerical duties, opening and closing of facilities, general maintenance, cleanliness of property/buildings, and assisting guests in a professional manner

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SKILLS AND ABILITIES

- Basic knowledge/willingness to learn flora and fauna of east central Illinois
- Ability to work independently, or as a group on a variety of projects
- Ability to organize time efficiently
- Ability to interact with diverse audiences to create meaningful guest experiences
- Ability to lead and work effectively with a diverse team of volunteers
- Must be able to walk over uneven terrain, lift and carry 30 lbs., work continuously for long periods in all types of weather conditions, and be outside a majority of the workday
- Must be physically able to bend, pull, push, squat, and stand for long periods
- Must be able to, or willing to learn to operate a tractor, utility vehicle, brush cutter, and other equipment
- Possess a valid driver's license preferred
- Willingness to work a flexible schedule that may include some evenings or weekends. Typical schedule is Monday - Friday 8am-4pm.
- Able to work part-time or full-time mid-May - mid-August (Shorter increments for an internship is also an option).

EDUCATION/TRAINING REQUIREMENTS

- General gardening, landscaping, outdoor labor or similar experience OR in pursuit of a degree in botany, horticulture, environmental biology, conservation biology, environmental science, or any related field

SALARY AND BENEFITS

- Starting at \$14 per hour, plus paid training

APPLICATION INFORMATION

- Email resume to bschrock@dhnature.org. No phone calls, please. Position open until filled.

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by the Executive Director.

The Douglas-Hart Foundation is an equal-opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which employment is based on qualifications, merit, and business needs and applied without discrimination based on race, color,

religion, sex, sexual orientation, gender identity, marital status, age, disability, family, national origin, military service, or citizenship.