



The Whiteside Garden Horticulturist/Garden Manager

The Whiteside Garden is a five-acre diverse botanical collection that contains thousands of plants. The garden contains extensive collections of daylilies, magnolias, carnivorous plants, and hostas, as well as many rare and threatened plants. The garden is located two miles east of Charleston, Illinois.

Summary of Position

The major responsibility of the employee is to ensure that all aspects of necessary maintenance and preservation of the garden areas and their living plant collections meet excellent horticultural and aesthetic expectations and achieve individual collection objectives. Employee would be responsible for planning and implementing stewardship and educational activities at The Whiteside Garden. Position will report to Land Stewardship Director and Executive Director. This is a full-time hourly position at 40 hours/week, requiring working some evenings and weekends.

- Stewardship activities include but are not limited to: writing a site management plan, executing plans and instructions, working with volunteers/interns, and structural maintenance.
- Educational activities include but are not limited to: updating files, interpretation of flora on site and leading programs and tours.

Job Description

- Develop and carry out site management plan
- Develop and administer maintenance program, including, irrigation, fertilization, pruning, weeding, mulching, mowing and snow removal
- Monitor, report and treat pest, diseases, disorders and environmental concerns within the Integrated Pest Management Program
- Documentation and improvement of the gardens
- Responsible for the proper use and maintenance of tools, equipment, and materials
- Supervise and train seasonal employees and interns, including scheduling and assignments
- Meet regularly with Land Stewardship Director and Executive Director for work assignments and to plan and coordinate projects
- Help with grant writing to support the garden
- Maintain visitor center and parking lot
- Provide interpretive services including sharing knowledge with the public and special interest groups
- Maintain accurate records and write reports as required
- Establish relationships with professional societies, agency professionals, academic experts, conservation experts, education experts and Eastern Illinois University faculty and staff
- Support the Douglas-Hart Foundation mission and values
- Other duties as assigned

Requirements

- Minimum of an associate degree in horticulture or related field or relative work/nursery experience
- Need to be able to walk over rough terrain without trails, and lift and carry 50 pounds
- Work in all types of weather
- Must be able to operate (or learn to operate) a pickup truck, trailer, tractor, chainsaw, brush cutter, ATV, lawnmower, tiller, leaf blower and various hand tools
- Must possess or be willing to obtain an Illinois Pesticide Operators License
- Ability to communicate, motivate and interact with a variety of people with diverse backgrounds
- Ability to speak and write clearly and effectively
- Familiar with Microsoft Office suite
- Ability to work independently and organize time effectively
- Ability to develop and manage a budget
- Must possess a valid driver's license
- Must be at least 18 years old

Salary and Benefits

- Salary based on experience and education
- Matching retirement fund contributions
- Health insurance
- Paid time off and ten paid holidays

Application Information

Please send a resume including three references and a cover letter highlighting relevant experience and interest in the position to Gary Boske at executivedirectordhnc@consolidated.net Applications accepted until position is filled. Interviews will be conducted as applications are received and reviewed.

Disclaimer

The above statements are intended to describe the general nature and level of work. They are not intended to be an exhaustive list of all the responsibilities and qualifications.

About the Douglas-Hart Foundation

The Douglas-Hart Foundation is a non-profit dedicated to the conservation, education and enjoyment of nature. The foundation owns two additional properties, the Douglas Hart Nature Center and Friendship Garden. The Douglas-Hart Nature Center was 70 acres of agricultural land that has been transformed into 3 main habitats of East Central Illinois: woodland, wetland, and prairie. The site offers a visitor's center with a wildlife observation area, nature library, discovery den, classrooms and interpretive exhibits. The nature center offers programming for all ages. Friendship Garden is a park with a variety of plant life. The park is located in midtown Mattoon and is a popular spot for a relaxing lunch or hosting a wedding.

For more information about the Douglas-Hart Foundation and its mission, visit www.dhnature.org For questions, please contact Gary Boske at executivedirectordhnc@consolidated.net or 217-235-4644.