

# Seasonal Gardener

## Lewis Ginter Botanical Garden



<b>Direct Supervisor:</b>	Horticulture Manager		
<b>Department:</b>	Horticulture	<b>Job Category</b>	Category 3
<b>Location:</b>	Richmond, VA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$12.25 / hour	<b>Exempt/Non-exempt</b>	Non-Exempt
<b>Contact:</b>	George Cowart (georgec@lewisginter.org)	<b>Position Type:</b>	FT- Seasonal (April-October), 37.5 hrs/wk
<b>Date posted:</b>	March 12, 2019	<b>Posting Expires:</b>	Open until filled

### Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community-oriented, non-profit garden. After 33 years, the Garden now encompasses 82 acres, four lakes, 5,700 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings, including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2018 we welcomed, taught, energized, and engaged nearly 400,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 800 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated our strategic plan and continued priority project planning within the scope of our 2018 master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 12,000 member households to live into the Garden's mission to connect people through plants to improve communities.

We do this through a broad variety of mission-related activities and enterprise business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve.

Our Horticulture staff exhibits a tireless commitment to creating new and innovative gardens and displays that delight and inspire visitors of all ages and from all backgrounds. We are committed to demonstrating the use and cultivation of a wide palette of native and exotic plants suitable for use in Central Virginia and strive to maintain our collections to the highest standards in an environmentally responsible way. We think independently, work collaboratively, and are unified in our passion for horticulture. We come from diverse backgrounds and celebrate different ways of being, in ourselves and in others.

**LEWIS  
GINTER  
BOTANICAL  
GARDEN**

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### **Position Description**

Under the direction of the Horticulture Manager, assist full-time Horticulture staff with the installation and care of the display gardens and horticultural collections, both outdoors and under glass. Individuals in this position should have a keen interest in horticulture and gardening, a general understanding of horticultural principals, and the skills necessary to perform basic horticultural tasks.

### **Responsibilities**

- Assist with the hands-on maintenance of annuals, perennials, shrubs, trees and tropical plants in a manner consistent with the horticulture standards of the Lewis Ginter Botanical Garden.
- Physically work in all aspects of garden maintenance and development including soil preparation, planting & transplanting, mulching, watering, weeding, fertilizing, pruning, propagating, potting, raking, sweeping & blowing, tree & brush cutting, and recordkeeping.
- Utilize shovels, trowels, fan rakes, grading rakes, spades, digging forks, pickaxes, brooms, hand shears, hand saws, loppers, pole pruners & pole saws, wheelbarrows, fertilizer spreaders, garden carts, ladders, and other hand tools to complete assigned tasks.
- Operate push mowers, weed-whackers, backpack blowers, push blowers, garden ATV's, tractors, pickup trucks, and other power equipment in accordance with LGBG safety protocols and regulatory standards (training will be provided).
- Participate in weekly group maintenance tasks such as blowing walkways, filling gas cans, and caring for tools and equipment.
- Participate in group projects with other horticulture staff and in cross-departmental projects.
- Work with Horticulture Volunteers.
- Perform other duties as assigned by the Horticulture Manager or his/her designee.

### **Skills and Abilities**

- A demonstrated understanding of the horticultural practices and procedures required for soil preparation, planting & transplanting, mulching, watering, weeding, fertilizing, pruning, propagating, mowing, raking, sweeping & blowing, and tree & brush cutting.
- The ability to identify frequently used woody, herbaceous, and annual landscape plants by common name.
- The ability to use shovels, trowels, fan rakes, grading rakes, spades, digging forks, pickaxes, brooms, hand shears, hand saws, loppers, pole pruners & pole saws, wheelbarrows, fertilizer spreaders, garden carts, ladders, and other hand tools effectively.
- The ability to operate push mowers, riding mowers, weed-whackers, backpack blowers, push blowers, garden ATV's, pickup trucks, chainsaws and other power equipment safely and effectively.
- The physical strength, dexterity, and coordination sufficient to perform the above functions.
- A willingness to interact with the public on an informal basis by answering questions, providing directions, etc.
- The ability to follow written and verbal instructions.
- Possession of a valid driver's license.

### **Education and Experience**

- A two-year Associate's degree in Horticulture or a related field, or equivalent experience, plus one year's experience as a professional gardener or groundskeeper.
- Other combinations of education/experience appropriate to the job will be considered.

### **Each employee of Lewis Ginter Botanical Garden**

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions.

- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff, or to security of their property, ensuring that all concerns are reported promptly.
- Must report all mishaps, injuries, and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.

**Physical Demands / Working Conditions**

- Must be able to lift 50 pounds repeatedly.
- Must be able to work out-of-doors in Central Virginia seasonal extremes.
- Must be able to bend, squat, kneel, stand and walk for extended periods of time.

Note: duties described above have been identified as essential functions as required by the Americans with Disabilities Act.

**Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to George Cowart, Horticulture Manager, at [georgec@lewisginter.org](mailto:georgec@lewisginter.org)**