

Registered Youth Apprentice Lewis Ginter Botanical Garden



Direct Supervisor:	Laurel Matthew, Senior Horticulturist		
Department:	Horticulture	Job Category:	Category 3
Location:	Richmond, VA	Travel Required:	No
Level/Salary Range:	\$7.25	Exempt/Non-exempt:	Non-exempt
Contact:	Laurel Matthew Senior Horticulturist	Position Type:	Part-time, seasonal 10 hours/week
Date Posted:	February 28, 2020	Posting Expires:	Until Filled

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, nonprofit garden, now encompassing 82 acres, four lakes, 5,500 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. Each year the Garden welcomes, teaches, energizes and engages over 400,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 1,300 formal and informal education offerings. We embark on new and promising community engagement initiatives through the Beautiful RVA movement. We operate by the vision, mission, core values, aspirations and goals of the Garden's strategic plan, reviewed and updated annually. We pursue expansion of programs, gardens, and facilities within the scope of the 2016 master site plan. Our 120 full and part-time staff work with 650+ volunteers and 13,000 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 and we fully embrace all the necessary and challenging work of being committed to principles of inclusion, diversity, equity, and accessibility (IDEA).

Job Description

The Horticulture Team at Lewis Ginter Botanical Garden is invested in inspiring the next generation of Garden professionals. The Registered Youth Apprenticeship (RYA) program is designed to recruit, support, train and employ an enthusiastic, eager-to-learn, hard-working high school student tracking towards a career in horticulture. Hours working in this program will count towards the RYA's 6,000 apprenticeship certification. The RYA will assist the Horticulture Team with installation, maintenance and monitoring of their assigned garden areas (to include planting, mulching, watering, fertilizing, weeding, etc.), using best horticulture practices in accordance with established Garden standards and gain valuable on-the-job work experience and training.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
804.262.9887
lewisginter.org

Responsibilities

- Select, prepare, plant and water soil and sterile growing media; apply liquid or solid fertilizers
- Irrigate containerized plant material and in-ground plantings
- Propagate plant material via seeds, cuttings, division and other means
- Care for propagated plant material by labeling, grooming, watering, hardening off, etc.
- Prepare planting beds; participate in small and large planting projects
- Maintain plant material, established beds and other Garden areas with various hand and power tools, including: weed-whip, mower, tiller, pruners, saws, loppers, rakes, etc.
- Suppress weed growth through various methods including hand-pulling, tools, etc.
- Groom and prune plants for shape, growth, health and aesthetics
- Use, maintain, clean and sharpen hand tools
- Perform regular preventative maintenance on Garden equipment including cart, tiller, weed-whip, backpack blower and mower; mix and/or fill equipment with fuel, as needed
- Participate in horticulture group projects and in cross-departmental projects
- Assist with activities in the production greenhouse, hoop houses and growing pad, producing quality plants for the Gardens, plant sale, and Conservatory use
- Perform other duties as assigned by Manager of Horticulture or his/her designee

Other Duties and Responsibilities

- Comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of job description
- Perform duties in a manner consistent with a public garden serving multi-generational families, in accordance with directed practices and procedures
- With supervisor, monitor and document safety and risk management programs and training for assigned personnel
- Work with an awareness of surroundings, staying vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensure all concerns are reported promptly
- Ensure all mishaps, injuries and incidents are reported immediately and ultimately in writing to supervisor and the Assistant Executive Director for Finance and Operations
- Ensure compliance with all applicable federal and state laws and regulations
- Perform other duties as assigned and required by supervisor, Directors and Executive Director
- Willingly and cheerfully integrate work within assigned areas with the efforts of other departments (education, operations, volunteers, garden shop, facility rental, public relations, development and security)

Requirements

- Knowledge of landscape maintenance practices and plant care appropriate to the region
- Ability to operate required tools and equipment
- Strong work ethic, keen interest in Horticulture and enthusiasm for physical work outdoors
- Ability to work both independently and part of a team, as needed
- Strong verbal communication skills
- Working knowledge of computers including Microsoft Office programs

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 support and embody the vision, mission, core values, aspirations, and goals of the Garden's strategic plan
- Must support, nurture, and embrace principles of inclusion, diversity, equity, and inclusion (IDEA)
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational, multicultural, and multifaceted 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 Chief Operating Officer
- 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 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

Note: Duties described above, other duties and physical demands have been identified as essential.

Education and Experience

- Current high school student in good standing, enrolled in a qualifying Career and Technical Education Work-Based Learning program in Virginia
- Current or past participation in related club, organization or volunteer program is appreciated

Please submit cover letter, resume, and Lewis Ginter Botanical Garden Job Application to Laurel Matthew, Senior Horticulturist, at laurelm@lewisginter.org