**SEASONAL GARDENER**

**HORTICULTURE DEPARTMENT**

<table>
<thead>
<tr>
<th>Direct Supervisor:</th>
<th>Senior Horticulturist</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Horticulture</td>
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<tr>
<td>Location:</td>
<td>Richmond, VA</td>
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<tr>
<td>Job Category:</td>
<td>Category 3 – Seasonal/Temporary</td>
</tr>
<tr>
<td>Travel Required:</td>
<td>NA</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>$14.50</td>
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<tr>
<td>Exempt/Non-exempt:</td>
<td>Non-exempt</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:hr@lewisginter.org">hr@lewisginter.org</a></td>
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<tr>
<td>Position Type:</td>
<td>FT/Seasonal (March – October) 37.5 hours/week</td>
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<tr>
<td>Date Posted:</td>
<td>March 14, 2022</td>
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<td>Posting Expires:</td>
<td>Until Filled</td>
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**Garden Overview**

**Mission**
Lewis Ginter Botanical Garden’s mission is connecting people through plants to improve communities.

**Vision**
Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Reserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

**Values**
Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a non-profit garden located in Richmond, Virginia’s Lakeside neighborhood. The Garden encompasses 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. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs. This cadre of identified learners is just a fraction of the more than 400,000 annual visitors to the Garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.
Job Description
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.

As an integral member of the Horticulture team, Seasonal Gardeners are responsible for assisting and supporting 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 principles, and the skills necessary to perform basic horticultural tasks.

Responsibilities
- Participate in maintenance of horticultural displays, botanical collections and Garden natural areas.
  - 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.
- Safe and correct use of Garden tools and equipment.
  - 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 ATVs, tractors, pickup trucks, and other power equipment in accordance with LGBG safety protocols and regulatory standards (training will be provided).
- Work collaboratively with a dynamic team to achieve horticultural standard of excellence.
  - Participate in weekly group maintenance tasks such as blowing walkways, filling gas cans, and caring for tools and equipment.
  - Participate in group projects and meetings with other horticulture staff and in cross-departmental projects.
  - Work with Horticulture Volunteers.
- Perform other duties as assigned by Senior Horticulturists, Director of Horticulture 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 ATVs, 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.

**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, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.*

**Education and Experience**
• Preferred: 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.
• Also considered: Other combinations of education/experience appropriate to the job.

**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 perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals, 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 injuries and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
• Must ensure compliance with all applicable federal and state laws and regulations.
• Must perform other duties as assigned by supervisor.

To apply, please send cover letter and resume to hr@lewisginter.org.