



Position Title: Garden Assistant

Reports To: Garden Supervisor

Job Category: part-time, seasonal, no benefits

Compensation: \$12.00 per hour

Schedule: 20-30 hours per week, April 1st - November 15th

Position Description

The garden assistant will aid the Arboretum's horticulture department as instructed by the Garden Supervisor. Their responsibilities are to lead intern and volunteer crews, maintain gardens & grounds, cultivate plants, maintain greenhouses, practice integrated pest management, implement planting plans, implement seasonal watering schedules, and care for equipment.

Requirements

- Possess a valid Driver's License & pass a background check.
- Current CPR, AED, and First Aid training is preferred.
- Applicants must be capable of traveling to and from the work location. The Arboretum is located 4 miles south of Route 66 on Woody Mountain Road in Flagstaff, AZ. Woody Mountain Road is a Forest Service dirt road on which you can expect to encounter heavy dust, pot holes, rocks, mud, icy, and snowy conditions.
- Applicants must be able to work a minimum of 40 hours and up to 60 hours per pay period (biweekly) including weekends.
- The garden assistant must be able to work outdoors in a variety of conditions including high heat, wind, and rain.
- Applicants must be able to lift up to 50 lbs regularly and up to 100 lbs with assistance.
- Experience in conservation, land management, youth leadership, and working on team-oriented projects in outdoor settings.
- Applicants must be able to instruct and lead interns and volunteers. This includes fostering a learning environment relevant to current tasks while still focusing on the goals and meeting the vision of each project.
- Assist other departments during special events and projects possibly including late nights and overnight field trips.
- Keep open communication with the Garden Supervisor to receive clarifying instructions, request training, suggest improvements to operations, discuss scheduling, and problem solve together regarding crew dynamics.

Core Duties:

- Lead interns and volunteer groups to implement projects and oversee safe work practices & risk management.
- Take initiative to build knowledge of native, naturalized, and invasive plant species to the Colorado Plateau and share your knowledge with staff, interns, the public, and volunteers at the Arb.
- Be able to perform strenuous and repetitive duties for multiple hours a day on unstable terrain in changing weather. As a leader, make sound decisions regarding appropriate tasks for individuals' ability level to mitigate risk or injuries,
- Train and supervise interns in daily garden maintenance.
- Record and enter organized data and records associated with plant care, plant propagation, general greenhouse maintenance, irrigation schedules, and more.
- Lead project tasks such as planting, cultivating (watering, weeding, deadheading, pruning, etc.) and caring for trees, perennials, shrubs, and other flora on Arboretum grounds.
- Operate, trouble shoot, and repair wood pellet stove, greenhouse climate controls, irrigation systems, and hand and power tools. Schedule and lead tool maintenance days and ensure interns keep up with this recurring task at your discretion.
- Assist with intern and volunteer scheduling and schedule delegated tasks as you see fit to meet project deadlines. Assign tasks in order of priority.

Preferred Qualifications

- Experience in gardening or greenhouse care, planting, and cultivation of trees, shrubs, herbs, and grasses.
- Knowledge of irrigation systems, valve management, timer control, pressure management, pump operations, and repair.
- Data management experience and skill with MSOffice and Google Applications.
- Plant taxonomy knowledge and/or specific knowledge of Northern Arizona life zones, and native/naturalized/invasive species and their preferred growing conditions.
- Leadership experience involved with directing small and large groups of varying ages working together to accomplish common goals.
- Experience with risk management, and working in outdoor settings in extreme conditions.

To apply:

Please email Resume and cover letter to chad.oleary@thearb.org

Chad O'Leary
Garden Supervisor
4001 S Woody Mountain Rd.
Flagstaff, AZ 86005
chad.oleary@thearb.org